

## AMS/FAST CHANGE REQUEST (CR) COVERSHEET

**Change Request Number:** 23-130

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**Title:** AMS Policy Appendix C: Definitions

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**Policy and Guidance:** (Please check only one box)

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| <input checked="" type="checkbox"/> Policy      | <input type="checkbox"/> Procurement Tools and Resources     |
| <input type="checkbox"/> Guidance               | <input type="checkbox"/> Real Property Templates and Samples |
| <input type="checkbox"/> Procurement Samples    | <input type="checkbox"/> Procurement Clauses                 |
| <input type="checkbox"/> Procurement Templates  | <input type="checkbox"/> Real Property Clauses               |
| <input type="checkbox"/> Procurement Forms      | <input type="checkbox"/> Other Tools and Resources           |
| <input type="checkbox"/> Procurement Checklists |  |

### Summary of Change:

- (1) Legal Coordination Definition: Changed the threshold from \$100,000 to \$500,000 Added: (Note: T3.2.2.5A5 "FAA Sponsored Conferences, Seminars, Ceremonies, and Workshops" requires legal review for any agreement exceeding \$100,000.)
- (2) Small Disadvantage Business Definition: Changed the threshold from \$750,00 to \$850,000.

### Reason for Change:

- (1) AMS T1.15 Legal coordination threshold changed from \$100k to \$250K in April 2023, except for FAA Sponsored Conferences, Seminars, Ceremonies, and Workshops which remains at \$100K. On 9/1/2023, AGC-500 issued a memorandum changing the threshold for general legal coordination from \$250,000 to \$500,000. See Attached memo "Coordination of Legal Reviews Threshold Changes 1 Sept. 2023." Corresponding changes are being made at AMS Guidance T1.15A4b. and AMS Policy 1.2.14. FAA Sponsored Conferences, Seminars, Ceremonies, and Workshops remains at \$100K.
- (2) The threshold in the referenced CFR (13 CFR 124.104) changed from \$750,000 to \$850,000.

**Development, Review, and Concurrence:** AAP

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p. 1

**Target Audience:** FAA Acquisition Workforce

**Briefing Planned:** No.

**ASAG Responsibilities:** None.

**Section / Text Location:** AMS Policy-Appendices-Appendix C:Definitions

**The redline version must be a comparison with the current published FAST version.**

☒ I confirm I used the latest published version to create this change / redline

**or**

☐ This is new content

**Links:**

<https://fast.faa.gov/docs/acquisitionManagementPolicy/AcquisitionManagementPolicyAppendixC.pdf>

**Attachments:**

AcquisitionManagementPolicyAppendixC redline

AcquisitionManagementPolicyAppendixC final

**Other Files:** N/A.

**Redline(s):**

**Section Revised: Appendix C – Definitions**

| **Acquisition Management Policy - (~~7/2023~~10/2023)**

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| [Appendix C: Definitions](#) Revised ~~4/2023~~10/2023

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## Appendix C: Definitions **Revised 4/2023**10/2023

**Access** is the ability to physically enter or pass through an FAA area or a facility; or having the physical ability or authority to obtain FAA sensitive information, materials, and resources. In relation to classified information, access is the ability, authority, or opportunity to obtain knowledge of such information or materials.

**Acquisition Career Program** within FAA requires personnel in specified engineering and management disciplines and specialty functions to apply for, acquire, and maintain certification at the appropriate level for the work they perform. Certification requirements align with federal acquisition certification programs.

**Acquisition Category** is the classification assigned to investment initiatives by the Acquisition Executive Board and endorsed by the Joint Resources Council. The FAA classifies investment initiatives by investment type (new investment, software enhancement, technology refreshment portfolio, variable quantity, facility initiative, sustainment, research and concept maturity, or support service contract) and then by acquisition level based on qualitative and quantitative criteria such as cost, risk, political sensitivity, safety, security and complexity.

**Acquisition Category Determination Request** is the form that a service organization or program office fills out on behalf of the sponsoring Director when seeking to obtain an acquisition category designation from the Acquisition Executive Board for an investment initiative.

**(FAA) Acquisition Executive** is the official that manages acquisition management policy within the FAA; chairs the Joint Resources Council; approves acquisition category designations and AMS tailoring requests; chairs acquisition quarterly program reviews; and approves OMB Major IT Business Cases for designated capital investments before submission to the Department of Transportation and Office of Management and Budget.

**Acquisition Executive Board** is the executive-level body that assists and supports the Acquisition Executive and Joint Resources Council in establishing, changing, communicating, and implementing acquisition management policy, practices, procedures, and tools. The Acquisition Executive Board also recommends to the Joint Resources Council the appropriate acquisition category for investment initiatives.

**Acquisition Executive Board Secretariat** is the official who coordinates AEB meeting dates, agendas, and logistics; reviews and manages the adjudication of ACAT determination requests; receives and distributes to AEB members proposed changes to acquisition management policy, process, practices, and procedures; facilitates review of proposed policy, guidance, practice, and procedure changes by FAA organizations to ensure timely adjudication; and maintains the official repository of AEB decision documentation, meeting minutes, and assigned action items.

**Acquisition Management System** establishes policy and guidance for all aspects of lifecycle acquisition management for the Federal Aviation Administration. It is a fully coordinated set of policies, processes, and computer-based management tools that guide the workforce through the lifecycle management

process from the determination of service needs to the procurement and lifecycle support of products and services that satisfy those needs. It also defines all procurement policy and guidance for the agency.

**Acquisition Planning** is the process by which all acquisition-related management and engineering disciplines of an investment initiative are developed, coordinated, and integrated into a comprehensive plan for obtaining a capability that meets specified requirements within cost and schedule boundaries. Acquisition planning is normally associated with detailed program planning during final investment analysis, but is also important at other times of the lifecycle management process when products and services are required.

**Acquisition Planning and Control Documents** are an integrated set of planning and control documents required for JRC-approved investment initiatives. They consist of the program requirements document, business case, implementation strategy and planning document, program management plan, and acquisition program baseline or execution plan. These documents constitute an integrated set with clear progression and traceability from service need to requirements to implementation strategy to actions and work activities necessary to obtain a product that satisfies ratified service needs.

**Acquisition Program Baseline** establishes the performance an investment program must achieve, as well as the cost and schedule boundaries within which the program is authorized to proceed. It is a formal document approved by the Joint Resources Council at the final investment decision, and is the implementation contract between the FAA and the service organization acquiring an approved product or service.

**Acquisition Quarterly Program Review** is conducted by the Joint Resources Council to oversee the cost, schedule, and technical performance of ongoing investment programs using a standard set of program and performance measures (AMS Section 2.1.5). The reviews use SPIRE, earned-value management (or equivalent), and enterprise architecture data to assess technical, cost, and schedule issues that may affect the ability of the program to meet its acquisition program baseline or execution plan values.

**Acquisition Readiness Team** is a cross-functional group formed in support of the Operations Governance Board to collaborate with customers and develop decision-ready investment packages for mission-support operations-funded investment initiatives. The team is comprised of subject-matter experts that assist with planning for more complex, higher risk initiatives through the Operations Support Pathway process.

**Acquisition Strategy** is the overall approach for acquiring a capability to meet agency requirements and perform within the boundaries set forth in the acquisition program baseline or execution plan.

The strategy considers all aspects of an initiative such as acquisition approach, contracting, logistics, testing, systems engineering, safety and security, risk management, program management, impact on facilities and infrastructure, human factors, schedules, and cost. Results are documented in the implementation strategy and planning document during final investment analysis.

**Acquisition Strategy Artifact** is a key document produced for mission-support capital investments funded from the Operations appropriation. It documents the best-value approach for procuring a solution

for an FAA mission-support operations-funded initiative.

**Acquisition System Advisory Group** is a cross-organizational body that serves as the technical arm of the Acquisition Executive Board. It evaluates proposed changes to the acquisition management system to ensure they improve and strengthen it and are consistent with agency direction.

**Acquisition Workforce Council** is the executive-level body that supports the Acquisition Executive in establishing, communicating, and implementing acquisition workforce plans and programs to ensure the FAA has the necessary acquisition talent today and in the future. It sets acquisition workforce certification requirements and oversees implementation and annual update of FAA Acquisition Workforce Plan.

**Affiliate Business** is a business that controls or has the power to control another business, or a third party that controls or has the power to control another business (contractual relationships must be considered).

**Affordability** is the relative capacity of the FAA to fund a specific investment initiative when evaluated against all other investment needs of the agency.

**Agreement With a State Government, Local Government, and/or Public Authority** is a written agreement between the FAA and a state or local government or public authority where the FAA agrees to receive from, or exchange supplies or services with, the other party.

**Agreements With Private Parties** are written documents executed by the parties, which call for the exchange of services, equipment, personnel, or facilities, or require the payment of funds to the FAA, or confirm mutual aid and assistance and outline the specific responsibilities of each party.

The term includes agreements under which the FAA provides services, equipment, personnel, or facilities and obtains reimbursement on a negotiated basis from the other party. The term excludes procurement contracts for real estate, supplies, and services.

**Agreements With Public Entities Other Than Federal Agencies** are written documents executed by the parties, which call for the exchange of services, equipment, personnel, or facilities, or require the payment of funds to the FAA, or confirm mutual aid and assistance and outline the specific responsibilities of each party. The term includes agreements under which the FAA provides services, equipment, personnel, or facilities and obtains reimbursement on a negotiated basis from the other party.

**Alternative Dispute Resolution** is any procedure or combination of procedures voluntarily used to resolve issues in controversy without the need to resort to litigation. These procedures may include, but are not limited to, assisted settlement negotiations, conciliation, facilitation, mediation, fact-finding, mini-trials, and arbitration. These procedures may involve the use of neutrals.

**Alternatives Analysis** is the second phase of the Operations Support Pathway. The line of business, along with input and review of the acquisition readiness team for Governance Path C initiatives, creates required planning artifacts. Alternatives analysis is also required during initial investment analysis for F&E-funded capital assets.

**AMS Building Blocks** are foundation elements of the FAA Acquisition Management System. They include the FAA acquisition career program, acquisition planning and control documents, the FAA standard work breakdown structure, policy and functional flowcharts, investment planning, measurement and analysis, portfolio management, quality assurance, service management, and verification and validation.

**AMS Risk Threshold** means the risk threshold amount throughout AMS for procurement related actions. The AMS risk threshold is \$250,000.

**AMS Table of Acquisition Categories** contains the criteria for assigning the appropriate acquisition category to each investment initiative, as well as implementation requirements and approval authority for each category.

**AMS Tailoring Request Process** is the means by which a service organization may request tailoring of the AMS lifecycle management process for an investment initiative. The service organization or program office must submit the tailoring request to the Acquisition Executive Board before the investment analysis readiness decision

**Appraisal** refers to a formal written statement that a qualified appraiser prepares independently and impartially, giving an opinion, as of a specified date, of the defined value of a described parcel of real property, supported by the presentation and analysis of relevant market information. An appraisal is used to determine the fair market rent, and value or just compensation for purchase of a specific property. For the purposes of FAA Real Property Acquisitions, all appraisals should conform to the Uniform Appraisal Standards for Federal Land Acquisitions (the "Yellow Book").

**Approval** is the agreement that an item is complete and suitable for its intended use.

**Architect-Engineer Services** are (1) professional services of an architectural or engineering nature, as defined by State law, if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services; (2) professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and (3) such other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.

**Architecture Review Board** oversees the technical content of the mission-support component of the FAA Enterprise Architecture. It works with the lines of business to identify and resolve cross- domain issues and to time phase new operational improvements and sustainment actions intended to remedy service

shortfalls and technical opportunities related to non-NAS mission-support service needs.

**Auctioning Techniques** is a method of screening vendors using commercial competition. Auctioning techniques include indicating to an offeror a cost or price that it must meet to obtain further consideration; advising an offeror of its price standing relative to another offeror; and otherwise furnishing information about the prices of other offerors prices. Use auctioning techniques only for commercially available products.

**Baseline** is any of the following: (1) an agreed-to-description of the attributes of a product or service at a point in time, which serves as a basis for defining change; (2) an approved and released document or a set of documents that provide a defined basis for managing change; (3) currently approved and released configuration documentation; or (4) a released set of files consisting of a software version and associated configuration documentation.

**Baseline Variances** are positive or negative deviations from baseline values. The FAA uses baseline variances to evaluate whether an investment program is proceeding as planned or whether it is deviating from plan thereby requiring management attention and action.

**Best Value** means the expected outcome of an acquisition that, in the FAA's estimation, provides the greatest overall benefit in response to the requirement. The tradeoff process and the lowest price technically acceptable (LPTA) process are two methods to achieve best value.

**Block Upgrades** are planned improvements to operational assets stipulated at the final investment decision that involve the use of sustainment or investment resources to upgrade components of fielded products as needed.

**Budget Impact Assessment** is the process of assessing the budget impact of each alternative solution developed during investment analysis against all existing programs in the FAA financial baseline for the same years. The FAA uses standard criteria to determine the priority of the candidate investment in relation to all others. If the amount of funding available for the years in question is insufficient, offsets from lower priority programs are identified. A budget impact assessment is also performed when considering baseline changes for existing programs that involve an increase in the cost baseline and the need to reallocate resources.

**Business Case** summarizes the analytical and quantitative information developed during investment analysis in search of the best means for satisfying a service need. The business case is the primary information document supporting the initial investment decision.

**Business Case Analysis** focuses on those key factors that demonstrate the value and worth of a proposed investment initiative to the FAA and aviation community. Key factors include but are not limited to lifecycle cost, investment cost, benefits, benefits-to-cost ratio, risk, affordability, net present value, and payback period.

**Business Case Decision** is the second decision point of the Operations Support Pathway. It applies only to those initiatives assigned Governance Path C. The Operations Governance Board reviews the scaled business case and decides if the initiative should proceed to solution development.

**Cancellation** of a procurement is the termination of all requirements for the remaining years of a multi-year contract. Cancellation results when the contracting officer notifies the contractor of non-availability of funds for contract performance in any subsequent program year, or fails to notify the contractor that funds are available for performance of the succeeding program-year requirement.

**Cancellation Ceiling** is the maximum amount the FAA will pay the contractor which the contractor would have recovered as a part of the unit price, had the contract been completed. The amount actually paid to the contractor upon settlement for unrecovered costs (which can only be equal to or less than the ceiling) is the cancellation charge. This ceiling generally includes only nonrecurring costs.

**Capability Shortfall** is the difference between the projected demand for services and the ability of the FAA to meet that demand with current assets.

**Capital Asset** is property of any kind held by a business or organization. It includes all kinds of property, movable or immovable, tangible or intangible, fixed or circulating.

**Capital Investment Team** is the group that coordinates development of the FAA capital budget request each year and assesses the business justification, affordability, and priority of investment initiatives for the Joint Resources Council.

**Capital Planning and Investment Control** is the process used by FAA management to identify, select, control, and evaluate proposed capital investments. The CPIC process encompasses all stages of capital management including planning, budgeting, procurement, deployment, and assessment.

Within the FAA, the acquisition management system is the CPIC process. Service analysis and investment analysis are the “select” portion of the CPIC process; solution implementation is the “control” phase; and in-service management is the “evaluate” phase.

**Capitalization** is the classification of costs as long-term investments rather than expenses of current operations.

**Capture Team** is the group that coordinates integrated decision-making across all investment increments necessary to obtain an operational capability for the National Airspace System. The team monitors implementation of each investment increment and may recommend changes in the distribution of financial assets among those increments to optimize delivery of the operational capability. Capture teams also participate in test activities to validate that an operational capability has achieved its projected benefits and to plan and execute remedial action when it has not.

**Cardholder** is the individual government employee within an organization who is a warranted contracting officer or to whom a written delegation of purchasing authority has been issued by the FAA Acquisition Executive (FAE) or designee granting the use of purchase and credit transactions made within the



established billing period.

**Certification Renewal** is the requirement that all acquisition workforce members working in specified core disciplines (see AMS section 5.1) maintain certification in those disciplines by earning continuous learning points. Workforce members earn continuous learning points through training, seminars, conferences, special projects, education, and other developmental activities related to the discipline.

**Certified Cost or Pricing Data** refers to all facts that, at the time of price agreement for a prospective contract, the seller and buyer would reasonably expect to significantly affect price negotiations. The data requires certification, and is factual, not judgmental, and therefore verifiable. While the data do not indicate the accuracy of the prospective contractor's judgment about estimated future costs or projections, they do include the data utilized to form the basis for that judgment. Certified cost or pricing data is more than historical accounting data; it is all the facts that can be reasonably expected to contribute to the soundness of estimates of all future costs and to the validity of determinations of costs already incurred.

**Change Management** is that portion of the configuration control process whereby change to the performance, function, or physical attributes of an entity is managed and recorded to ensure the exact configuration of the entity is known.

**Chief Counsel** is the official who represents FAA personnel and organizations on legal, governmental, and business issues; promotes the legality and integrity of acquisition actions; represents the FAA in connection with procurement-related litigation, alternative dispute resolution, and other matters; and serves as core member of the Joint Resources Council.

**Chief Financial Officer** is the official responsible for managing all aspects of FAA budget formulation, execution, and reporting. The Chief Financial Officer serves as a core member of the Joint Resources Council; jointly approves the acquisition program baseline or execution plan (as appropriate) with other Joint Resource Council members; and approves OMB Major IT Business Cases for designated capital investments before submission to the Department of Transportation and Office of Management and Budget.

**Chief Information Officer** is the official responsible for managing all aspects of information technology within the FAA. The Chief Information Officer serves as a core member of the Joint Resources Council; chairs the Information Technology Shared Services Committee; approves OMB Major IT Business Cases for designated capital investments before submission to the Department of Transportation and Office of Management and Budget; jointly approves the acquisition program baseline or execution plan for investment programs with other Joint Resources Council members; and oversees the FAA Enterprise Architecture.

**Claim**, as used herein, means a contract dispute.

**Classified National Security Information** or “classified information” is information that has been determined pursuant to Executive Order 13526 Classified National Security Information or any

predecessor order to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form.

**Commercial Component** means any component that is a commercial item. The term “component” means any item supplied to the Federal government as part of an end item or of another component. See Commercial Item.

**Commercial Item** can mean any of the following:

[Note: For purposes of this document, the term "commercial item" is interchangeable with the terms "commercially available, "commercially available software "commercial component(s)," "commercial product(s)," and "Commercial Off-the-Shelf (COTS)"]

- (1) Any item, other than real property, that is of a type customarily used by the general public or by nongovernmental entities for purposes other than governmental purposes and that has been sold, leased, licensed to the general public; or has been offered for sale, lease, or license to the general public.
- (2) Any item that evolved from an item described in paragraph (1) through advances in technology or performance and that is not yet available in the commercial marketplace, but will be available in the commercial marketplace in time to satisfy the delivery requirements under a government solicitation.
- (3) Any item that would satisfy a criterion expressed in paragraphs (1) and (2) of this definition, but for--(i) modifications of a type customarily available in the commercial marketplace; or (ii) modifications of a type not customarily available in the commercial marketplace made to meet Federal government requirements.
- (4) Any combination of items meeting the requirements of paragraphs (1), (2), (3), or (5) of this definition that are of a type customarily combined and sold in combination to the general public.
- (5) Installation services, maintenance services, repair services, training services, and other services if such services are procured for support of an item referred to in paragraph (1), (2), (3), or (4) of this definition, and if the source of such services--(i) offers such services to the general public and the Federal government contemporaneously and under similar terms and conditions; and (ii) offers to use the same work force for providing the Federal government with such services as the source uses for providing such services to the general public.
- (6) Services of a type offered and sold competitively in substantial quantities in the commercial marketplace based on established catalog or market prices for specific tasks performed under standards commercial terms and conditions. This does not include services sold based on hourly rates without an established catalog or market price for specific service performed.
- (7) Any item, combination of items, or service referred to in paragraphs (1) through (6) above,

notwithstanding the fact that the item, combination of items, or service is transferred between or among separate divisions, subsidiaries, or affiliates of a contract; or

- (8) Any item, determined by the procuring agency to have been developed exclusively at private expense and sold in substantial quantities, on a competitive basis, to multiple state and local governments, or to multiple foreign governments.

**Commercial-Off-the-Shelf** is a product or service developed for sale, lease, or license to the public and is currently available at a fair market value. See Commercial Item.

**Commercial Product** is a product in regular production sold in substantial quantities to the public and/or industry at established catalog or market prices. See Commercial Item.

**Commercially Available** refers to products, commodities, equipment, material, or services available in existing commercial markets in which sources compete primarily on established catalog/market prices or for which specific costs/prices established within the industry have been determined to be fair and reasonable. See Commercial Item.

**Commissioning** within the FAA lifecycle management process occurs when a system, subsystem, equipment, or service is formally accepted and placed into operational service within the National Airspace System. For products to which the flying public has access, commissioning requires written confirmation to airmen and the aviation industry via a notice to airmen.

**Commonality** refers to the use of identical parts, components, subsystems, or systems to achieve economies in development and manufacture.

**Communications**, when referring to contracting, means any oral or written communication between the FAA and an offeror that involves information essential for understanding and evaluating an offeror's submittal(s), and/or determining the acceptability of an offeror's submittal(s).

**Computer Resources Support** consists of the facilities, hardware, system support software, software/hardware development and support tools (e.g., compilers, PROM burners), documentation, and personnel needed to operate and support embedded computer systems. These items represent the resources required for operational support engineering functions and do not include administrative computer resources.

**Concept and Requirements Definition** is that portion of the FAA lifecycle management process when the program office or service organization (1) translates priority operational needs in the enterprise architecture into preliminary requirements and a solution concept of operations for the capability needed to improve service delivery, (2) quantifies the service shortfall in sufficient detail to enable the definition of realistic preliminary requirements and the estimation of potential costs and benefits associated with resolving the shortfall, and (3) identifies the most promising alternative solutions able to satisfy the service need.

**Concept and Requirements Definition Plan** specifies how tasks required for concept and requirements definition will be completed; defines roles and responsibilities of participating organizations; defines outputs and exit criteria; establishes a schedule for completion; and specifies needed resources.

**Concept and Requirements Definition Readiness Decision** is the decision gateway between service analysis and entry into concept and requirements definition. It is when the FAA Enterprise Architecture Board verifies: (1) a priority service shortfall, operational improvement, or operational sustainment is in an enterprise architecture roadmap; and (2) planning and resources are in place for the conduct for concept and requirements definition.

**Concept Development** is the second stage in the concept maturity and technology development process. This activity develops and evaluates promising concepts to determine which should undergo further development. Activities include modeling, simulation, and detailed analysis.

**Concept Evaluation** is the third and final stage in the concept maturity and technology development process. It confirms that a concept has great promise toward meeting the service needs of the aviation community and establishes operational and technical feasibility. Concept evaluation can include concept integration, evolution, or scalability. Representative activities include prototyping and field demonstration.

**Concept Exploration** is the first stage in the concept maturity and technology development process. The objective is to describe promising concepts with sufficient definition to begin development of a concept of operations and to plan follow-on activities. Outputs are promising and feasible concepts that warrant further development.

**Concept Maturity and Technology Development Process** governs activities directed toward the production of useful aviation-related materials, devices, systems, and methods, as well as advance the maturity of new concepts. Typical activities include concept feasibility studies, technical analysis, prototype demonstrations, and operational assessments that identify, develop, and evaluate opportunities for improving the delivery of NAS services. These efforts reduce risk, define requirements, demonstrate operational requirements, inform concept and requirements definition activities, and generate information required to support agency investment decisions and product lifecycle management.

**Concept Steering Group** consists of cross-organizational officials who coordinate activity to develop and validate new concepts and ideas during service analysis, as well as facilitate the review of new ideas and proposed changes to the NAS Concept of Operations.

**Condemnation** The legal process of taking privately owned land for public use through exercise of eminent domain. Under the 5th Amendment of the United States Constitution, just compensation must be provided for any land taken within the United States. See also Eminent Domain and Inverse Condemnation.

**Configuration** is (1) the performance, functional, and physical attributes of an existing or planned product

or combination of products; or (2) one of a series of sequentially created variations of a product.

**Configuration Audit** is the examination of artifacts related to a product to verify it has achieved required functional and performance requirements and that product design is accurately documented. The audit includes the review of documents, records, procedures, processes, and physical elements of the product. Sometimes the configuration audit consists of separate functional and physical configuration audits.

**Configuration Change Management** is a systematic process that ensures changes to released configuration documentation are properly identified, documented, evaluated for impact, incorporated, verified, and approved by an appropriate authority.

**Configuration Control Boards** are the official FAA forums for establishing configuration management baselines and approving subsequent changes to those baselines. AMS policy requires the following configuration control boards: service organizations, service areas, mission-support information technology, line of business/staff offices, and solution providers.

**Configuration Documentation** is technical documentation that identifies and defines a product's performance, functional, and physical attributes.

**Configuration Identification** is the systematic process of assigning and applying unique configuration identifiers to a product, its components.

**Configuration Item** refers to the fundamental structural unit of a configuration management system. Examples of configuration items include individual requirements documents, software, hardware, models, and plans. Software and hardware configuration items typically satisfy a specific functional or performance requirement.

**Configuration Management** is a process for establishing and maintaining consistency of a product's performance, functional, and physical attributes with its requirements, design, and operational information throughout its life.

**(FAA) Configuration Management Authority** coordinates development and establishment of configuration management policy, processes, and guidance within FAA and facilitates execution of configuration management at all organizational levels within the agency.

**Configuration Management Process** is the means by which the configuration of a product or service is established and managed. It consists of configuration identification, baseline management, configuration change management, configuration status accounting, and configuration verification and validation.

**Configuration Status Accounting** is the configuration management activity that captures, stores, and accesses configuration information needed to manage products and product information effectively.

**Configuration Verification** is the action that verifies the product has achieved its required attributes (performance requirements and functional constraints) and its product design is documented accurately.

**Continuous Improvement** is an ongoing effort to improve products, services, or processes. These efforts can seek "incremental" improvement over time or "breakthrough" improvement all at once. Within the acquisition management system, continuous improvement refers to the modification of AMS policy and guidance to obtain its key objectives of lower cost, shorter time to obtain, and better performance of agency capital assets.

**Continuous Learning Points** are measures of knowledge gained by acquisition workforce members to maintain certification for employment in specified acquisition management disciplines (see AMS Section 5.1). Workforce members earn continuous learning points through training, seminars, conferences, special projects, education, and other developmental activities related to each specific discipline.

**Contract** is a legal instrument used to acquire products, services, utilities, or interests in land or space for the direct benefit or use by the FAA. As used herein, contract denotes the document (for example, contract, memorandum of agreement, purchase order, lease, easement, outgrant, or other legally binding agreement) used to implement an agreement between a customer (buyer) and a seller (supplier).

**Contract Dispute** means a written request seeking as a matter of right, the payment of money, the adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant. The term does not include a request for payment of an invoice, voucher, or similar routine payments expressly authorized under the terms of the contract, which the contracting officer has not rejected. The term includes a termination for convenience settlement proposal and request for equitable adjustment, but does not include cost proposals seeking definitization of a letter contract or other undefinitized contract action.

**Contracting Officer** is any individual appointed by the government with the authority to enter into, administer, renew, or terminate contracts, as well as make related determinations and findings. This includes management and oversight of the source selection process associated with procurement actions.

**Contractor** is the party(ies) receiving a direct procurement contract from the FAA and who is responsible for performance of contract requirements. In terms of real property transactions, the contractor may also be called the Lessor, Permitter, Licensor, or Grantor depending on the type of Contract. See also "Vendor".

**Controversy or Concern** during procurement is a material disagreement between the FAA and an offeror that could result in a protest.

**Core Policy** refers to the official policy governing the acquisition management system within the FAA. It consists of all sections and appendices of this document.

**Corporate Portfolio Management** is the process of making investment decisions within context of overall strategic planning and goals of the agency. Individual investment options must fit logically within this context and provide highest value to the agency and aviation community when compared against other

investment options.

**Conveyance-** A term used to refer to any document that transfers title to, or an interest in, real property. The term is also used in describing the act of transferring.

**Cost** as used within procurement policy consists of contractor expenses for contract performance, either estimated or actual.

**Cost Accounting** is the method of accounting that collects, classifies, and records all costs incurred in performing an activity or accomplishing a purpose.

**Cost or Pricing Data** - See "Certified Cost or Pricing Data" and "Data Other than Certified Cost or Pricing Data".

**CRD Readiness Decision** is the event in the AMS lifecycle management process that evaluates an investment opportunity for entry into concept and requirements definition. The FAA Enterprise Architecture Board makes the decision upon verification that the investment opportunity is in response to a priority service need in an enterprise architecture roadmap and that all resources and planning necessary for the conduct of concept and requirements definition are in place.

**Critical Operational Issue** is a key operational effectiveness or suitability issue that the agency must examine during operational test to determine the ability of a product or service to perform its intended mission.

**Critical Performance Requirements** are those requirements of a solution that represent attributes or characteristics considered essential to meeting the service need the investment program is seeking to satisfy. They are part of the total program requirements that define the operational framework and performance baseline for the investment program. The agency records critical performance requirements and associated values in the program requirements document and acquisition program baseline or execution plan.

**Customer** is an external user of FAA products or services, such as airlines and the flying public. See User.

**Data** is recorded information of any nature (including administrative, managerial, financial, and technical) regardless of medium or characteristics.

**Data Item Description** is a document that defines the data required from a contractor. It specifically defines the data content, format, and intended use.

**Data Other than Certified Cost and Pricing Data** refers to pricing data, cost data, and judgmental information necessary to determine a fair and reasonable price and/or to determine realism. Such data may include the identical types of data as certified cost or pricing data, but without the certification. The data may also include any information reasonably required to explain the estimating process, including, but not limited to: judgmental factors applied and mathematical or other methods used in the estimate and the

nature and amount of contingencies included in a proposed price.

**Data Standardization and Management** applies standards to facilitate data sharing across systems, programs, government agencies, and industry. Data standardization improves the transportability of data, facilitates cost-effective development and re-engineering, and improves the quality, utility, and integrity of FAA information products and resources. The FAA data management program consists of data registration, data standardization, data certification, and lifecycle data management.

**Declaration of Operational Readiness** occurs when the approving official(s) determines that the solution to a service need has achieved all essential functional and performance requirements and is fully suitable for operational service.

**Declaration of Taking** is the document filed by the United States Attorney (Department of Justice) with a court of competent jurisdiction to obtain specified rights, title, or interest in property.

**Decommissioning** is the formal process within FAA for removing an operational asset from active status. Note that decommissioning and disposal are separate actions; e.g. facilities are decommissioned before disposition occurs. See also “disposal.”

**Deed** is a legal document conveying title to a property.

**Demand**, as used in the context of service analysis, is the current or projected need for FAA products, services, or capacity based on input from diverse sources such as the aviation community, enterprise architecture, long-range planners, operators and maintainers of the National Airspace System, and other FAA support systems.

**Deploy the Solution** includes all activities necessary to install a new capability and bring into operational use. For NAS products and services, this may include transportation and delivery of equipment, installation and checkout, contractor acceptance and inspection, integration with other operational assets, field familiarization, declaration of initial operational capability, joint acceptance and inspection, dual operations, declaration of operational readiness, and removal and disposal of obsolete equipment. For operations-funded mission-support, non-developmental, commercially available, and solutions involving procedural or process changes, deployment activities may be much simpler. In all cases, deployment must include the activities necessary to achieve an operationally effective (meets user needs) and suitable (essential logistics support) solution.

**Deployment** is the transformation of a mechanical, electrical, or computer product from a packaged form to an operational state. It consists of all activities necessary to make a product or service available for use.

**Deployment Phase** is the fourth stage of the Operations Support Pathway. It is when the acquiring organization works with key stakeholders to implement the new service or capability and fulfill the requirements in the Functional and Performance Requirements document approved at the Investment Commitment Decision.



**Deployment Planning** is the process that prepares for and assesses whether a solution is suitable for deployment into its operational environment. Deployment planning is part of a continuous in-service review process that begins early in the lifecycle management process. All investment initiatives undergo some degree of deployment planning to ensure key aspects of fielding a new capability are planned and implemented, as well as to ensure the deployment does not create a critical deficiency in the operational environment.

**Design to Cost** is a concept that establishes cost elements as management goals to best balance lifecycle cost, acceptable performance, and schedule. Under this concept, cost is a design constraint during the design, development, and production phases, and a management discipline throughout the product lifecycle.

**Development Testing** determines whether a product or service has achieved its specified technical and performance requirements. Another objective is to verify the product or service is fully integrated and stable. The development contractor performs development testing witnessed by the FAA. Test activities can be conducted at the contractor's facility, the William J. Hughes Technical Center, or FAA field sites. The government may conduct development testing if the government develops the solution.

**Developmental Assurance Program for Software** is the combination of quality assurance with software development activity to ensure the product meets predetermined quality specifications and software development methodology, procedure, and process conform to agency standards.

**DID Library** is a database located on the FAA Acquisition System Toolset that contains standard, tailored data item descriptions organized within specific functional disciplines for use by service organizations and program offices when preparing screening information requests and FAA contracts.

**Direct-work Maintenance Staffing** refers to the direct person-hours required to operate, maintain, and support a product for the duration of its lifecycle.

**Disapproval** is the conclusion by the appropriate authority that an item submitted for approval is either not complete or is not suitable or its intended use.

**Discriminating Criteria/Key Discriminators**, as used in procurement, are those factors expected to be especially important, significant, and critical in the ultimate source selection decision.

**Disposal** is the process of removing and disposing of systems, equipment, services, products, facilities, real property, and resources no longer needed for operational use. Within the FAA, disposal is the responsibility of the service organization or program office installing a new capability. Disposal includes restoration of sites, disposal of government property, recovery of precious metals, and cannibalization of useful assets.

**Dispute** as used herein, means a contract dispute or claim.

**Dispute Resolution Officer** is a licensed legal practitioner who is a member of the Office of Dispute

Resolution, and who has authority to conduct proceedings, which, if agreed to by the parties and concurred in by the FAA Administrator, result in binding decisions on the parties.

**(FAA) Disputes Resolution System** is a process established within the FAA for resolving corporate protests of FAA screening information requests and contract awards, as well as contract disputes.

**Dominant Business** is a controlling or major influence in a market in which a number of businesses are engaged. Factors such as business volume; number of employees; financial resources; competitiveness; ownership or control of materials, processes, patents, and license agreements; facilities; sales territory; and nature of the business must be considered.

**Dual Operations** is the simultaneous operation of legacy and replacement assets at an operational site to ensure uninterrupted service during the transition from an existing capability to a new capability.

**Earned Value Management** is a management tool to provide timely, accurate, auditable, actionable, and reliable cost, schedule and technical performance information for an investment program to both internal management and external stakeholders. Additionally, it provides early warning measures of variances in program cost, schedule, and technical performance as the basis for corrective management action.

**Earned Value Management Determination** is the request a service organization or program office submits as the basis for a determination by the Joint Resources Council concerning the application of earned value management to developmental activity by either a contractor or government institution.

**Earned Value Management Focal Point** is the agency representative who coordinates earned value management activities within the FAA and with other government agencies, industry, and professional associations.

**Earned Value Management System** is the management process applied to developmental activity to monitor variances in program cost and schedule based on the comparison and reporting of worked performed with work planned.

**Easement** is a type of contract that grants the right to use the real property of another for a specific purpose. The easement is itself a real property interest, but legal title to the underlying land is retained by the original owner for all other purposes. Easements can be granted for a specific term or in perpetuity. The purposes and conditions upon which the agency may grant easements are limited by law.

**Economically Disadvantaged Individuals** means disadvantaged individuals whose ability to compete in the free enterprise system is impaired due to diminished opportunities to obtain capital and credit as compared to others in the same line of business who are not disadvantaged.

**Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concern** means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It

automatically qualifies as a women-owned small business concern.

**Eminent Domain-** The inherent right of the Government to take private property for public use. See also “Condemnation” and “Inverse Condemnation”.

**End Product** is a system, service, facility, or operational change intended for delivery to a customer or end user.

**Enterprise Architecture Products** include the operational view family (business) and systems view family (engineering). Operational view family components represent a set of graphical and textual products that describe the changes in tasks and activities, operational elements, and information exchanges required to accomplish NAS service delivery or Air Traffic Organization (ATO) business processes. The business process and application views present this information in the Federal Enterprise Architecture Framework (FEAF) with the data architecture providing the terms used to describe information exchanges between processes. System-view family components represent a set of graphical and textual products that describe systems and interfaces that directly or indirectly support, communicate, or facilitate NAS service delivery or ATO business processes. In the FEAF, the application view describes interfaces between applications.

**Enterprise Architecture Roadmaps** are the transition plans for moving the current “as is” architecture to the future “to be” state. Within the FAA, there are enterprise architecture roadmaps for the National Airspace System and for Mission Support Information Technology business systems.

**Environmental, Occupational Safety & Health, and Energy Considerations** are the federal, state, and local regulations, and FAA orders, specifications, and standards pertaining to environmental and occupational safety and health requirements, and energy and water requirements with which FAA investment programs must comply.

**Environmental Screening-** refers to the act of conducting Environmental Due Diligence as described in FAA Order 1050.19C, or as amended.

**Evolutionary Product Development** is the process of limiting the design challenge for a product development cycle by deferring risky technology and immature requirements to later updates. The objective is to minimize risk and facilitate the achievement of cost, schedule, and performance goals, while simultaneously achieving the insertion of low-risk new technology.

**Excess Property** is real or personal property under the control of the agency, which is not required for the agency’s needs, and the discharge of its responsibilities.

**Execution Plan** is the document that records cost, schedule, and performance parameters for investment programs that do not require an acquisition program baseline (i.e., facilities and variable quantity). The execution plan defines those program cost, schedule, and performance parameters that are to be reported and tracked monthly.

**FAA Acquisition System Toolset** is the official record of the acquisition management system. It is an information system available via the Internet at <http://fast.faa.gov>. FAST contains official acquisition management policy and guidance, process flowcharts, contract clauses, document templates and instructions, checklists, practices, and other job-related aids for use by the workforce.

**FAA Enterprise Architecture** defines the operational and technical framework for all capital assets of the agency. It is comprised of the NAS Enterprise Architecture and the Mission Support Enterprise Architecture. The NAS Enterprise Architecture is a repository of architectural views that describe the current (as-is), mid-term, and far-term (to-be) perspectives of the NAS architecture, as well as a strategic roadmap for transitioning from the “as is” to the “to be” architecture. The Mission Support Enterprise Architecture contains the information technology assets and investments needed by agency for business planning and administration. It includes all mission-support applications, systems, policies, and procedures not directly involved in air traffic control.

**FAA Enterprise Architecture Board** is the group that reviews, assesses, and submits for approval to the Joint Resources Council enterprise architecture products, policy, guidance, and processes. It ensures the FAA enterprise architecture reflects the current and target states of agency operations, standards, systems, and infrastructure.

**FAA Enterprise Architecture Board Secretariat** is the official who coordinates FEAB meeting dates and agenda and arranges logistics for the meetings. The Secretariat also analyzes FEAB processes and recommends opportunities for improvement; and maintains the official repository for FEAB decision documents, meeting minutes, and assigned action items.

**FAA Lifecycle Management Process** is the Capital Investment Planning and Control Process of the FAA. Service analysis and investment analysis constitute the select process. Solution implementation is the control process. In-service management is the evaluation process.

**FAA Strategic Plan** links the long-range vision and goals of the agency directly to the service needs of the aviation community. It also defines top-level performance measures and multi-year performance targets to satisfy those service needs.

**Facility** is a building, structure, or other aspect, including utility systems, pavements, and land.

**Facilities & Equipment** is the Congressional appropriation designated for purchase or construction of facilities, systems, hardware and software, services, and other assets necessary to fulfill the mission responsibilities of the agency.

**Facility Initiative** is an acquisition category associated with new construction, replacement, modernization, repair, remediation, lease, or disposal of manned and unmanned FAA facilities and infrastructure.

**Facility Milestones** are standard milestones the FAA uses when planning, funding, obtaining, and deploying facilities. They are located on the decisions/reviews/milestones page in the FAA Acquisition System Toolset.

**F&E-Funded Capital Assets** are those investment initiatives subject to the policies and practices defined in the FAA lifecycle management process. They include any investment initiative or program seeking resources from the facilities and equipment appropriation.

**Fair Market Value (FMV)** is the price an asset would sell for on the open market when the parties involved are aware of all the facts, are acting in their own interest, are free of any pressure to buy or sell, and have ample time to make the decision.

**Fee** is compensation paid to a consultant for professional services rendered or profit included in a cost plus fee type contract for work performed under the contract.

**Field Familiarization** is the process by which the operational workforce becomes fully competent to operate and maintain a newly deployed asset or service. Field familiarization occurs at every deployment site and is a condition for declaring full operational capability.

**Final Investment Analysis** is the phase of the FAA lifecycle management process during which an investment analysis team develops the implementation strategy for the solution selected by the Joint Resources Council for implementation, solicits offers to the industry for the solution and evaluates responses, and plans and baselines the investment program in preparation for the final investment decision.

**Final Investment Analysis Plan** is the document that defines work activities, resources, schedules, roles and responsibilities, and products required to complete final investment analysis. The plan also specifies exit criteria and a planning date for the final investment decision.

**Final Investment Decision** is the event at which the Joint Resources Council decides whether it will approve, fund, and baseline a proposed investment initiative.

**Firm**, as defined for architect-engineering services, is any individual, partnership, corporation, association, or other legal entity permitted by law to practice the professions of architecture or engineering.

**Firm Term** is the portion of a lease term that is not subject to termination rights and the FAA is contractually committed to rental payments.

**Firmware** is combination of a hardware device and computer instructions or computer data that reside as read-only software "burned into" the hardware device. Various types of firmware include devices whose software code is erasable or reprogrammable to some degree.

**First-level Technical Support** comprises maintenance of the National Airspace System infrastructure and includes certifying equipment for performing periodic maintenance, restoration, troubleshooting, and corrective activities.

**Fixture** is personal property that is so related to real property that a real property interest arises in it (e.g., installed furnace).

**(AMS Policy) Flowcharts** within the acquisition management system contain descriptions, approving officials, references, templates, and other aids for each activity within a phase of the lifecycle management process. Generic processes assist service organizations and program offices with product planning, development, procurement, production, testing, delivery, and implementation activities of the lifecycle management process. AMS policy flowcharts are found in AMS building blocks on FAST.

**(Process) Flowcharts** exist within the acquisition management system for representative types of investment program (systems and software, facilities, services) and functional disciplines (e.g., human factors, information systems security, configuration management, integrated logistics support). These flowcharts identify actions and activities the service organization or program office may need to execute to achieve projected capability, value, and benefits. Instructions, templates, best practices, good examples, and lessons-learned are attached to many flowchart activities to assist specialists as they plan and execute what make sense for their investment program.

**Functional Analysis** is the process that transforms an operational need or market opportunity into a product or service description that supports detailed design.

**Functional Baseline** is the approved documentation describing a product's functional, interoperability, and interface characteristics, as well as the verification required to demonstrate achievement of those characteristics.

**Functional and Performance Requirements Artifact** is a key document produced for mission-support operations-funded capital investments. It defines the high-level scope and essential characteristics of a mission-support initiative.

**Functional Configuration Audit** is the formal examination of the "as-tested" functional characteristics of a configuration item. The audit determines whether the item has achieved the requirements specified in its functional baseline documentation and identifies and records any discrepancies.

**Functional Portfolio Management** is the process that oversees investment packages that cut across service organizations to provide fully integrated functional capability for the National Airspace System. The FAA employs functional portfolio management in such areas as weather, surveillance, communications, automation, and navigation.

**Functional Requirements** define the functions of a product or service or of their components. Functional requirements drive the application architecture of a product or service, while non- functional requirements drive the technical architecture.

**Governance Path** is a risk-based classification assigned to a mission-support operations-funded capital investment by the Operations Governance Board. Governance Path A and B investments are lower risk and entail fewer planning requirements, while Governance Path C investments are higher- risk and entail more planning requirements.

**Governance Path Readiness Decision** is the first decision point of the Operations Support Pathway. The

Operations Governance Board assigns a governance path to each initiative and assigns an acquisition readiness team (if applicable).

**Government and Market Survey Artifact** is a key document produced for mission-support operations-funded Capital initiatives. It provides a checklist of important activities for identifying alternatives and procurement options.

**Ground Lease** is a lease of land only, on which the tenant usually owns a building or is required to build as specified in the lease.

**Hardware Products** are material items and their components (e.g., mechanical, electrical, electronic, hydraulic, pneumatic). Hardware products do not include computer software or technical documentation.

**Highest and Best Use** is an appraisal concept that means “the highest and most profitable use for which the property is adaptable and needed or likely to be needed in the reasonably near future.”

**Historically Black Colleges and Universities** are institutions determined by the U.S. Secretary of Education to meet the requirements of 34 CFR § 608.2 and listed therein.

**Holdover** is created when the FAA continues to occupy leased premises beyond the lease term.

**HUBZone** means a historically underutilized business zone that is an area located within one or more qualified census tracts, qualified non-metropolitan counties, lands within the external boundaries of an Indian reservation, redesignated areas, qualified base closure areas, qualified disaster areas, or Governor-designated covered areas.

**HUBZone small business concern** is a small business concern that meets the requirements in 13 CFR 126.200 and is certified by the Small Business Administration (SBA) as eligible for federal contracting assistance under the HUBZone Program.

**Human Factors** is a multi-disciplinary effort to generate and apply human performance information to acquire safe, efficient, and effective operational systems.

**Human Factors Engineering** is the application of information on human physical and psychological characteristics to the design of devices and systems for human use.

**Implementation Strategy and Planning Document** conveys critical, relevant, and meaningful program planning information to the Joint Resources Council as a basis for investment decision-making. The ISPD integrates all aspects of planning for solution implementation and in-service management of a proposed investment program; e.g., acquisition planning, management and control, schedule, systems engineering, solution development and production, physical and functional integration, integrated logistics support, safety and health, security and privacy, test and evaluation, and deployment.

**Independent Government Cost Estimate** is an unbiased estimate of what a responsible contractor would propose to perform based solely on the contract specification and statement of work. It is developed by

the Government independently of any potential vendors. It is a tool to assist in analyzing vendor proposals.

**Independent Operational Assessment** is an evaluation of new investments before deployment to verify their operational effectiveness, suitability, and safety by an independent operational assessment organization.

**Independent Operational Assessment Readiness Declaration** is a declaration in writing by the Vice President of the acquiring organization to the Vice President of the Office of Safety and Technical Training that the solution is ready to enter independent operational assessment. The declaration occurs after completion of all site test activities by the contractor and program management office.

**Indian** means any person who is a member of any Indian tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs in accordance with 25 U.S.C. § 1452(c) and any "Native" as defined in the Alaska Native Claims Settlement Act (43 U.S.C. § 1601).

**Indian Organization** means any governing body of any Indian tribe or entity established or recognized by the governing body of an Indian tribe for the purposes of 25 U.S.C., chapter 17.

**Indian-Owned Economic Enterprise** means any Indian-owned (as determined by the Secretary of the Interior) commercial, industrial, or business activity established or organized for the purpose of profit, provided that Indian ownership must constitute not less than 51 percent of the enterprise.

**Indian Tribe** means any Indian tribe, band, group, pueblo, or community, including native villages and native groups (including corporations organized by Kenai, Juneau, Sitka and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from BIA in accordance with 25 U.S.C. § 1452 (c).

**Information Systems Security** refers to the processes and methodologies involved with keeping information confidential, available, and assuring its integrity. It also refers to access controls that prevent unauthorized personnel from entering or accessing an information system.

**Information Systems Security Assessment** determines: (1) information security risk factors of an investment initiative, (2) information security requirements, (3) a rough cost estimate for achieving information security, and (4) a rough estimate of annual operational benefits gained from implementing security requirements.

**Information Systems Security Certification and Authorization** certifies that an information system is certified and authorized for deployment. It is an entrance criterion for the in-service decision.

**Information Technology** is the application of computers to store, study, retrieve, transmit, and manipulate data or information, often in the context of a business or other enterprise.

**Information Technology Shared Services Committee** is an executive-level group that oversees the



development and approval of the agency's mission-support information technology strategy. The committee directs, reviews, and oversees implementation of mission-support information technology projects, and evaluates the operational performance of the information technology shared services function.

**Information Technology Research & Development Organization** coordinates information technology mission-support investment activity across service organizations to ensure alignment with FAA strategic and performance goals, as well as to eliminate redundant activity, service gaps, and duplicate benefits.

**Initial Investment Analysis** is the phase within the FAA lifecycle management process during which the most advantageous solution to an approved service need is determined. It involves: (1) a market search to determine industry capability, (2) analysis of various alternative approaches for satisfying agency requirements including preparation of an initial business case, and (3) an affordability assessment to determine what the FAA can afford, all in preparation for the initial investment decision.

**Initial Investment Analysis Plan** is an artifact completed during the later stages of concept and requirements definition. The plan (1) defines the scope and assumptions of initial investment analysis, (2) describes alternatives and their associated rough lifecycle costs, (3) identifies the planned activities of initial investment analysis and describes how tasks will be accomplished, (4) defines outputs and exit criteria, (5) establishes a schedule for completion, (6) defines roles and responsibilities of participating organizations, and (7) estimates the resources needed to complete the work.

**Initial Investment Decision** is the event at which the Joint Resources Council decides whether to select a solution for implementation and authorize entry into final investment analysis or to reject or return a proposed investment for further analysis.

**Initial Operational Capability** occurs when site personnel declare a new capability ready for conditional or limited operational use. This occurs after successful installation and checkout, site acceptance testing, and field familiarization. Initial operational capability requires satisfaction of operational requirements, as well as full logistics support and training for technicians and air traffic specialists.

**In-Service Decision** is the event at which the decision authority decides whether to accept a product or service for operational use. It occurs during the solution implementation phase of the FAA lifecycle management process. This decision allows deployment activities to begin at each installation site.

**In-Service Decision Authority** is the official who decides whether to approve a new capability for operational use. The Joint Resources Council designates the in-service decision authority at the final investment decision and may retain authority for the decision.

**In-Service Decision Briefing and Action Plan** are key artifacts required for the in-service decision. The in-service briefing informs the decision authority concerning status and issues relevant to the in-service decision. The action plan specifies all actions the service organization or program office must complete as a condition of the in-service decision.

**In-Service Decision Executive Secretariat** is the official who manages the deployment planning process for the Joint Resources Council and administers all activities and artifacts associated with the in-service decision, including preparation of the in-service strategy, briefing, record of decision, and action plan.

**In-Service Management Phase** is that timeframe in the FAA lifecycle management process extending from the decision to approve a product or service for operational use and continuing until it is retired from service.

**In-Service Management Planning** records the actions and activities the service organization or program office must execute to support the operation and maintenance of deployed assets. It covers such activities as configuration management, preventive and corrective maintenance, training, infrastructure upkeep, and logistics support along with activities to support post implementation reviews and operational analyses.

**In-Service Review Checklist** is the document the service organization or program office uses to identify and resolve readiness issues before the in-service decision and to obtain concurrence from stakeholder organizations that readiness issues have been or will be resolved.

**In-Service Record of Decision** is the artifact prepared by the In-Service Executive Secretariat that specifies the decisions and conditions of the in-service decision. It includes as an attachment the plan that specifies all actions the service organization or program office must complete as a condition of the in-service decision.

**Integrated Baseline Review** is a joint assessment conducted by the program manager and contractor to establish a mutual understanding of the performance measurement baseline for the prime mission contract. This understanding provides the basis for agreement on a plan of action to evaluate the risks and management processes that operate during execution of the contract.

**Integrated Logistics Support** is the management discipline employed to plan, establish, and maintain a full lifecycle support system for FAA products and services. It applies to the sustainment and disposal of fielded products and services, as well as new investment programs. The objective is to sustain the required level of service to the end user at optimal lifecycle cost to the FAA.

**Integrated Program Management Report** is a contractually required report prepared by the contractor that contains performance information derived from the contractor's internal management system. The report provides the status of progress on the contract.

**Interagency Agreement** is a written agreement between the FAA and another Federal agency whereby the FAA agrees to receive from or exchange supplies or services with the other agency, and FAA funds are obligated.

**Interested Party** is one who:

- (1) Prior to the close of a solicitation, is an actual or prospective participant in the procurement, excluding prospective subcontractors; or

(2) After the close of a solicitation, is an actual participant who would be next in line for award under the solicitations scheme if the protest is successful. An actual participant who is not in line for award under the solicitation scheme is ineligible to protest unless that party's complaint alleges specific improper actions or inactions by the agency that caused the party to be other than in line for award. Proposed subcontractors are not eligible to protest.

Where a contract has been awarded prior to the filing of a protest, the awardee may be considered an interested party for purposes of participating in the protest proceedings.

**Interface Control Documentation** is a drawing or other documentation that depicts physical, functional, and test interface characteristics between two or more related or co-functioning items.

**Interface Requirements Document** is the artifact that specifies the interface requirements to a product or system. It may describe the inputs and outputs of a single product or system or the interface between two products or systems.

**Interfaces** are the performance, functional, and physical attributes required to exist at a common boundary.

**Interim Payment** is a form of contract financing for cost-reimbursement contracts where the FAA pays a contractor periodically during the course of a contract for allowable costs it incurs in the performance of the contract. Interim payments issued during the course of a contract do not include the final payment issued after contract completion.

**Intra-agency Agreement** is a written agreement between the FAA and Office of the Secretary of Transportation or another Department of Transportation operating administration where the requesting organization agrees to provide or exchange supplies or services with the FAA, and FAA funds are obligated.

**Inverse Condemnation** is an action brought against the government by a property owner to obtain just compensation for a taking of property effected without a formal exercise of eminent domain. This generally occurs when the Government limits the use of private land, through continued occupancy or otherwise, to the extent that the value of the land is greatly reduced, or where the Government has allowed the public to make use of private land. See also Condemnation, Eminent Domain, and Holdover.

**Investment Analysis Readiness Decision** determines whether the solution ConOps, preliminary requirements, architecture products and amendments, and preliminary alternatives are sufficiently mature to warrant entry into investment analysis. The Joint Resources Council makes the decision within context of all ongoing and planned investment activities to sustain and improve service delivery. It ensures proposals for new investment are consistent with overall corporate needs and planning.

**Investment Analysis Team** is a cross-functional team scaled to the size and complexity of a proposed analysis that is responsible for the conduct of investment analysis. Team membership is flexible depending on the needs of the analysis, but typically includes system engineers, technical experts, logistics specialists,

specialty engineers, testers, operational subject-matter experts, and business case analysts. Security and regulatory specialists are team members when potential solutions involve facility, asset, personnel, or information security; hazardous materials; emergency operations; or when solutions affect aircraft, airspace, or the public.

**Investment Commitment Decision** is the final decision point in the Operations Support Pathway. The Operations Governance Board reviews the completed scaled business case and other required artifacts and either approves the initiative to proceed to deployment, recommends revision of planning documents, or recommends that the line of business cancel the initiative.

**Investment Increment** is a discrete investment activity or program that may provide individual benefits or combine with other investment increments to achieve the benefits of an operational capability.

**Investment Initiative** is an FAA-sponsored activity to determine the best overall solution to an approved service need or operational shortfall in an FAA Enterprise Architecture roadmap. The FAA Enterprise Architecture Board authorizes the investment initiative at the concept and requirements readiness decision when it approves entry into concept and requirements definition. The initiative becomes an investment program at the final investment decision if approved, funded, and baselined for implementation by the Joint Resources Council.

**Investment Management Plan Artifact** is a key document produced for mission-support operations-funded capital investments. It provides a timeline for key milestones and change management activities necessary for successful implementation of a mission-support operations- funded investment.

**Investment Opportunity** is an approach identified during service analysis and strategic planning as a means for improving service delivery or obviating a service shortfall. If approved for further analysis by the FAA Enterprise Architecture Board at the readiness for concept and requirements definition decision, the investment opportunity enters concept and requirements definition and becomes an investment initiative.

**Investment Planning** occurs throughout the AMS lifecycle management process. During service analysis and strategic planning, investment planning focuses is on prioritizes corporate service needs and shortfalls and deciding when to seek solutions within realistic budgetary constraints. Investment planning during the remainder of the AMS lifecycle management process supports the definition, acquisition, deployment, and lifecycle support of affordable solutions to approved service needs.

**Investment Planning and Analysis Office** is the organization that leads the preparation of business cases for JRC investment decisions and assists service teams and program offices during service analysis, concept and requirements definition, and investment analysis concerning investment planning and scheduling.

**Investment Program** is a sponsored, fully funded effort initiated at the final investment decision of the FAA lifecycle management process by the Joint Resources Council in response to a priority agency need.

Typically, an investment program is a separate budget line and may have multiple procurements and several projects, all managed within the single program.

**Joint Resources Council** is the senior investment review board for the FAA responsible for making corporate-level investment decisions based on specified knowledge (decision criteria) the service organization or program office must provide before entry into a decision point. The Joint Resources Council also oversees implementation of FAA investment programs.

**JRC Executive Secretariat** is the official that supports the FAA Acquisition Executive and manages the investment decision-making process for all F&E-funded investment initiatives.

**Just Compensation** is full and fair equivalent compensation for the loss sustained by a taking for public use.

**Key Site** is the location at which a new capital asset or service is first tested and evaluated for operational use. This typically entails demonstration that the new asset or service satisfies functional and performance requirements in the program requirements document, and is fully supported and operable by the FAA workforce.

**Knowledge-Based Decision-Making** involves the use of agreed upon decision criteria and knowledge to facilitate the most suitable outcome for specific decisions.

**Legal Coordination** with agency counsel is required on competitive acquisitions ~~with an estimated total value greater than \$100~~when the TEPV exceeds \$500,000 and on non-competitive acquisitions ~~with an estimated total value greater than~~when the TEPV exceeds \$10,000. FAA counsel also advises service organizations and program offices regarding legal issues and represents them in litigation and other legal matters. (Note: T3.2.2.5A6 “FAA Sponsored Conferences, Seminars, Ceremonies, and Workshops” requires legal review for any agreement exceeding \$100,000.)

**Lifecycle** is the entire spectrum of activity for an FAA capital asset starting with the identification of service need and extending through design, development, production or construction, deployment, operational use, sustaining support, and retirement and disposal.

**Lifecycle Acquisition Management Process** is a series of knowledge-gathering management phases and decision points that comprise the lifecycle of FAA products and services. It consists of seven phases (research for service analysis, service analysis and strategic planning, concept and requirements definition, initial investment analysis, final investment analysis, solution implementation, and in-service management) and five decision points (readiness for concept and requirements definition, readiness for investment analysis, initial investment decision, final investment decision, and in-service decision).

**Lifecycle Cost** is the total cost to the FAA of acquiring, operating, maintaining, supporting, and disposing of systems or services over their service life. Lifecycle cost includes total investment costs, development costs, and operational costs and involves all appropriations (i.e., Research, Engineering, and Development;

Facilities and Equipment, and Operations).

**Line of Business** is a term used to characterize the major organizations of the FAA having roles and responsibilities in the FAA Acquisition Management System. The lines of business within FAA are: Air Traffic Organization; Aviation Safety; Airports; Commercial Space Transportation; and Security and Hazardous Materials Safety.

**Line of Business Portfolio Management** requires each line of business and staff office to oversee, coordinate, and integrate the service activity of offices within their organizations to achieve the highest possible overall contribution to agency strategic goals and targets.

**Logistics Manager** is the service team or program office member who plans, establishes, and maintains an integrated support package for the lifecycle of FAA products and services that are the responsibility of the team or office.

**Maintenance Planning** is the process conducted to determine and plan hardware and software maintenance concepts and packages for the lifecycle of a product or service.

**Maintenance Support Facility** consists of the permanent or semi-permanent real property assets required to support a product over its service life. Associated management activity includes studies to define types of facilities or facility improvements, locations, space needs, environmental requirements, real estate requirements, and equipment.

**Market Research** consists of collecting and analyzing information about vendor capabilities to satisfy FAA requirements.

**Market Survey** refers to any method used to survey industry to obtain information and comments, and to determine competition, capabilities, and estimate costs. For real property procurements, it refers to the process of gathering information about properties and visiting specific properties in the market to determine whether the property is suitable for FAA's needs and if the properties are competitively available. In the context of the lifecycle management process, market surveys are part of Concept and Requirements Definition, and Investment Analysis. During these lifecycle phases, market surveys provide information about the range of alternatives and market capabilities, risk, and cost of potential solutions to mission needs.

**Measurement and Analysis** is a management and control process applied throughout the lifecycle of an investment initiative or operational asset to assess progress, forecast performance, determine status, and define corrective action. Measurement and analysis provides information and visibility toward accomplishing program goals and supporting management information needs.

**Measures (or Metrics)** are measurements taken over time to monitor, assess, and communicate vital information about the results of a program or activity. Measures are generally quantitative, but can be qualitative.

**Memorandum of Agreement** is a written document executed by the parties, which creates a legally

binding commitment and may require the obligation of funds. However, when the FAA acquires services, equipment, personnel, or facilities from a contractor for the direct benefit or use of the FAA, the acquiring organization must use a procurement contract.

**Memorandum of Understanding** is a written document executed by the parties that establishes policies or procedures of mutual concern. It does not require either party to obligate funds and does not create a legally binding commitment.

**Micro-Purchase Threshold (MPT)** means the dollar amount at or below which the FAA may purchase supplies, services, or construction using micro-purchase procedures. The micro-purchase threshold is \$10,000.

**Mike Monroney Aeronautical Center** houses the FAA Logistics Center, FAA Academy, and Enterprise Services Center. The Logistics Center establishes and maintains supply support for NAS systems. The Academy provides learning solutions for the FAA and global community. The Enterprise Services Center provides an array of information technology services and financial management for a wide range of federal agencies.

**Minority Educational Institutions** are institutions verified by the U.S. Secretary of Education to meet the criteria set forth in 34 CFR § 637.4. Also includes Hispanic-serving institutions as defined by 20 U.S.C. § 1059c (b)(1).

**Mission-Support Capital Investments** are agency business-system initiatives and other non-NAS investment opportunities included in the Mission Support Enterprise Architecture, as well other investment opportunities not within any FAA architecture but deemed within scope of the Operations Governance Board.

**Mission-Support OPS-Funded Process** establishes policy and guidance for all aspects of acquisition management for the procurement of mission-support operations-funded investment initiatives.

**Multi-Year Contracts** are contracts covering more than one year but not in excess of five years of requirements. Multi-year contracts cover total contract quantities and annual quantities for a particular level and type of funding, as displayed in a five-year development plan. Each program year is annually budgeted and funded. At the time of award, funds need only to have been appropriated for the first year. Multi-year contracts protect the contractor against loss resulting from cancellation by contract provisions, which allows reimbursement of costs included in the cancellation ceiling.

**Multi-Year Funding** refers to Congressional authorization and appropriation covering more than one fiscal year. It permits the Executive Branch more than one year to obligate the funds. The term does not apply to two-year or three-year funds that cover only one fiscal year requirement.

**NAS Change Proposal** is a proposed change to a configuration management baseline of a National Airspace System asset submitted to the appropriate configuration control board using the approved NCP

form.

**NAS Concept of Operations** is a controlled document that describes and specifies the operational capabilities of National Airspace System over time.

**NAS Configuration Control Board** is the body that ensures traceability of all NAS configuration items to specific service teams and program offices. The Board also controls changes to NAS systems and associated documentation not assigned to a lower-level configuration control board or not identified for control by the Joint Resources Council.

**NAS ConOps Change Development and Decomposition Process** is the means by which (1) the agency modifies the NAS Concept of Operations to incorporate new service concepts, (2) the NextGen Management Board and Joint Resources Council approve new operational capabilities, and (3) new capabilities are decomposed into NAS operational requirements, functional and performance requirements, and investment increments.

**NAS Operational Requirements Document** records National Airspace System operational requirements decomposed from the narrative of operational improvements and operational sustainments in the NAS Concept of Operations.

**NAS Requirements Document** is the top-level source for programs to use when deriving their respective requirements for the National Airspace System. The document defines requirements without constraining technical design alternatives, while also identifying global design principles necessary to evolve the NAS. The document supports National Airspace System design, enterprise architecture engineering, and acquisition activities for new and upgraded systems, as well as routine changes to operational equipment.

**NAS Segment Implementation Portfolio Management** is the process that oversees investment portfolios that cut across service organizations to provide fully integrated operational capabilities for the National Airspace System. Examples include precision-based navigation and improved runway operations. More than one service organization may be involved with implementation and in-service management of these investment packages.

**NAS Systems Engineering Organization** works with service organizations and program offices in the conduct of systems engineering activities throughout the AMS lifecycle management process. The organization also leads corporate-level service analysis for the National Airspace System, and manages the NAS Architecture.

**NAS Technical Documentation** is the set of documents that describe technical requirements of the National Airspace System.

**National Airspace System** is the airspace, navigation facilities, and airports of the United States along with their associated information, services, rules, regulations, policies, procedures, personnel and equipment. It includes components shared jointly with the military.



**National Aviation Research Plan** describes the FAA research, engineering, and development portfolio. This portfolio focuses RE&D investments on the operational needs of the agency and flying public and aligns with national priorities.

**Need Assessment** is the first phase of the Operations Support Pathway. During this phase, the line of business submits an operations support pathway intake form to the Operations Governance Secretariat who uses it to conduct a risk assessment and make a Governance Path recommendation to the Operations Governance Board.

**Neutral** means an impartial third party, who serves as a mediator, fact finder, or arbitrator, or otherwise functions to assist parties resolve issues in controversy. A neutral person may be a permanent or temporary officer or employee of the federal government or any other individual who is acceptable to the parties. A neutral person must have no official, financial, or personal conflict of interest with respect to the issues in controversy, unless the neutral person fully discloses such interest in writing to all parties and all parties agree that the neutral person may serve.

**New Investment** is an acquisition category associated with the research, design, development, and implementation of a new FAA product, system, or service. A new investment typically introduces new capabilities or provides new or improved functionality.

**NextGen Implementation Plan** is an executive-level outline of activities to move the National Airspace System from its current state to the future of air traffic control. The FAA publishes the plan annually to reflect prior-year accomplishments and new commitments.

**NextGen Lifecycle Integration Organization** coordinates service analysis activity across service organizations to ensure alignment with FAA strategic and performance goals and to eliminate redundant activity, duplicate benefits, service gaps, and service overlap. The organization leads planning and activities for concept and requirements definition, and develops, maintains, communicates, and supports enterprise-wide planning artifacts that describe the lifecycle of the National Airspace System.

**NextGen Management Board** is an executive-level group that oversees implementation of NextGen investment initiatives. The Board resolves policy issues necessary for successful implementation of NextGen capabilities, and approves updates to the NAS Concept of Operations and NAS Segment Implementation Plan.

**NextGen Organization** manages planning and execution of research activity within the FAA, as well as coordinate planning and development of the next generation air traffic control system.

**No-Year Funding** refers to Congressional funding that does not require obligation in any specific year or years.

**Non-Developmental Item** is an item previously developed for use by federal, state, local, or foreign government and for which no further development is required.

**Non-Materiel** is an acquisition category that encompasses engineering studies and analyses, development of procedures, airspace changes, standards for avionics development, process reengineering, or other types of intellectual property development. These activities are not stand-alone investment initiatives when they are an element of and included within the acquisition of a product, system, or service.

**Non-Materiel Solution** is a solution to an FAA capability shortfall identified during concept and requirements definition or investment analysis that is operationally acceptable to users, requires no development or production activity, and is obtainable within approved budgets and baselines. Non-materiel solutions typically involve regulatory change, process re-engineering, training, procedural change, or transfer of operational assets between sites.

**Nonrecurring Costs** are those production costs generally incurred on a one-time basis. They include the cost of such items as plant or equipment relocation, plant rearrangement, special tooling and special test equipment, pre-production engineering, initial spoilage and rework, and specialized workforce training.

**Obtain the Solution** is a term that includes all tasks and activities necessary to procure and deploy the key products or services of an investment program to achieve projected benefits within approved cost and schedule baselines. The term includes such activities as contract award, contract administration, program management, resource management, risk management, systems engineering, logistics support, test and evaluation, and site acquisition and adaptation. It may involve developing operational procedures and standards; obtaining physical, personnel, and information security; modifying the physical infrastructure; and coordinating collateral action by the aviation industry.

**(FAA) Office of Dispute Resolution for Acquisition** is an independent organization within the FAA reporting to the FAA Chief Counsel staffed with dispute resolution officers with the authority to adjudicate contract disputes between government officials and commercial organizations or individuals.

**On-Airport Memorandum of Agreement (MOA)** refers to a MOA between the FAA and an Airport Sponsor that has accepted Airport Improvement Program (AIP) funding.

**Operations Governance Board** is the executive body that reviews, approves, oversees, and informs the Joint Resources Council and other agency executive boards and organizations concerning mission-support operations-funded capital investments.

**Operations Governance Board Secretariat** manages the mission-support operations-funded process in support of the Operations Governance Board. The Secretariat receives and reviews initial intake forms; conducts preliminary reviews to recommend a governance path to the OGB; coordinates meeting dates, agenda, and logistics; and maintains the official repository of OGB decision documents, records of decision, meeting minutes, and action items.

**OMB Information Technology Dashboard** is a database that provides detailed information on major information technology investment spending at federal agencies, including ratings from the Chief Information Officers that reflect the level of risk facing each agency's investments.

**OMB Major Information Technology Business Case** describes the justification, planning, and implementation of an individual capital asset within the information technology investment portfolio. The business case serves as a key artifact of the agency's enterprise architecture and capital planning investment control process.

**Operation and Retirement** is the fifth and final phase of the Operations Support Pathway. It starts after a product or service begins operational use and continues for as long as the product or service is in use. It ends when the operational asset is retired from use.

**Operational Analysis** is the process by which the FAA evaluates the ability of in-service assets to provide the services needed by users and customers. Operational analysis consists of gathering and analyzing reliability, maintainability, and availability data; managing supportability information to determine whether an operational asset can continue to provide the expected service for its intended life; monitoring cost data to ensure actual support costs are in line with planned costs; and managing asset viability against stakeholder needs.

**Operational Assets** are those assets used in the conduct of operations by the FAA. Examples include the systems, procedures, information, facilities, data, and infrastructure used to provide air traffic services, as well as all mission-support and business assets necessary to support the day-to-day operation of the agency.

**Operational Baseline** is the approved technical documentation that defines and represents installed operational hardware and software.

**Operational Capability** is a grouping of operational improvements and operational sustainments necessary to achieve specific service outcomes and benefits.

**Operational Capability Business Case** defines the rough costs and benefits of a proposed operational capability. It is the key decision document for establishing a new operational capability.

**Operational Capability Portfolio** is the array of investment increments which when deployed and integrated will achieve the performance and functionality specified for the operational capability.

The NextGen Management Board establishes operational capability portfolios to achieve priority NAS performance and operational goals subject to concurrence by the Joint Resources Council.

**Operational Capability Portfolio Manager** is the individual responsible for successful implementation and deployment of an operational capability and the achievement of associated performance goals and benefits.

**Operational Effectiveness** measures how well a deployed solution satisfies its intended service need and performance requirements.

**Operational Improvement** is a change to FAA operational assets that improves one or more national airspace services.

**Operational Readiness** refers to the condition whereby local site personnel have demonstrated the ability to operate and maintain a newly fielded capability in the National Airspace System fully.

**Operational Readiness Date** is when site operational personnel are satisfied that a fielded solution can support full and sustained air traffic operations. The milestone occurs after joint acceptance and inspection when the approving site official signs the facility log designating the new solution as the primary means for air transportation operations. Legacy assets usually remain powered on in backup mode for approximately 30 days and then removed.

**Operational Requirements** are those statements that identify the essential capabilities, associated requirements, performance measures, and the process or series of actions needed to achieve new service capabilities or to address service deficiencies, evolving threats, emerging technologies, or cost improvements.

**Operational Suitability** is the degree to which a new product or service is ready for operational use with consideration given to the following factors: reliability, availability, compatibility, transportability, interoperability, usage rates, maintainability, safety, human factors, supportability, and logistics.

**Operational Sustainment** is a discrete activity to sustain the operational use of one or more current NAS services.

**Operational Test** determines whether a new or modified product or service is operationally effective and suitable for use in the National Airspace System and whether the existing infrastructure is ready to accept the product or service.

**Operations and Maintenance Appropriation** is one-year funding used primarily for operating and maintaining fielded assets in a state of readiness including the following: personnel salaries, training, repair of facilities and equipment, travel and transportation, procurement of services, supplies, equipment, communications, recruiting, and depot maintenance.

**Operations Governance Board** is the oversight authority for mission-support operations-funded capital investments and the Operations Support Pathway process.

**Operations Support Pathway** is the process followed by mission-support operations-funded capital investments to document the investment rationale, produce the required artifacts, and achieve an Operations Governance Board investment decision.

**Operations Support Pathway Intake Form** is the initial document produced for mission-support operations-funded capital investments. It includes basic program information. The acquiring organization submits the form to the Investment Management Process Division (AAP-200) and OGB Secretariat at least 21 days before the commitment of funding to any contract, task order, or inter-agency agreement in support of the proposed project.

**Option(s)** is a unilateral contractual right through which the FAA may, within a specified time, choose to

purchase additional quantities of supplies or services or extend the term of a contract.

**Other Transaction**, as referenced in Public Law 104-264, October 9, 1996, is a transaction that does not fall into the category of procurement contracts, grants, or cooperative agreements.

**Outgrant** refers to grant of interest or right to allow secondary use of FAA controlled land or space by either another Government Entity (“Outgrant Permit”) or third party (“Outgrant License”).

**Owners** within context of the Air Traffic Organization are the President, Congress, flying public and American taxpayer. For real property transactions, the term “Owners” refers to the actual owner of record for any real property.

**Packaging, Handling, Storage, and Transportation** are the resources, processes, procedures, design considerations, and methods to ensure all subsystems, equipment, and support items are preserved, packaged, handled, and transported properly. Included are environmental considerations and equipment preservation requirements for short and long-term storage and transportability.

**Performance** is a quantitative measure characterizing a physical or functional attribute relating to the execution of an operation or function. Performance attributes include quantity (how many or how much), quality (how well), coverage (how much area, how far), timeliness (how responsive, how frequent), and readiness (availability, mission/operational readiness). Performance is an attribute for all systems, people, products, and processes including those for development, production, verification, deployment, operations, support, training, and disposal. Supportability parameters, manufacturing process variability, and reliability are all performance measures.

**Performance Measurement Baseline** is a time-phased resource plan against which the service organization or program office measures the accomplishment of authorized work. The baseline includes a schedule of all required work, the budgeted cost for this work, and the performance parameters critical to meeting the service need the investment program is seeking to satisfy.

**Permit** is a grant of temporary use of a real property interest, similar to a license. A permit, as opposed to a license, is used between Federal Entities.

**Personal Property** is a class of property that can include any asset other than real property.

**Personally Identifiable Information** is information that an entity can use on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

**Personnel Security** consists of the standards and procedures used to determine and document that the employment or retention in employment of an individual will promote the efficiency of the service and is clearly consistent with the interests of national security.

**Physical Configuration Audit** is the formal examination of the "as-built" configuration of a configuration item against its technical documentation to establish or verify the product baseline. The physical

configuration audit is complete when the service team or program office corrects any discrepancies resulting from the audit.

**Physical Security** is the protection of personnel, hardware, software, networks, and data from physical actions and events that could cause serious loss or damage to an enterprise, agency, or institution. This includes protection from fire, flood, natural disasters, burglary, theft, vandalism, and terrorism.

**Portfolio-Level Agreement** defines the objectives, scope, schedule, deliverables, measures of success, and resources required for completion of a portfolio of projects.

**Portfolio Management** is the centralized management of one or more portfolios of investments that enable executive management to meet organizational goals and objectives through efficient decision-making on portfolios, programs, and operations

**Portfolio Management Criteria** are standard criteria used within the FAA for selecting, controlling, and evaluating investment portfolios (see AMS Section 1.2.4.1.2 Portfolio Management Criteria)

**Portfolio Manager** is the individual responsible for management and oversight of an investment portfolio designed to achieve specific operational capabilities.

**Post Implementation Review** is a review conducted at an early deployment site to ensure user needs are satisfied, identify any systemic problems that must be corrected, and determine whether cost, schedule, and benefit objectives are being achieved.

**Post Implementation Review Quality Officer** is the official responsible for working with service organizations and program offices when planning, conducting, and reporting the results of post-implementation reviews on designated operational assets.

**Preplanned Product Improvement** is a planned future improvement to a developmental asset that enhances the future application of the projected technology. It includes improvements to operational assets that go beyond the current performance envelope to achieve a needed operational capability.

**Prescreening** is the evaluation of case files for impacts on safety, air traffic services, other intangible benefits, as well as cost/benefit implications, to determine whether the acquiring organization should implement a proposed change.

**Price** equals cost and any fee or profit involved in the procurement of a product or service.

**Primary Engineer or Principal Consultant** is the individual held responsible for the overall performance of a service, including what others accomplish under separate or special service contracts.

**Procurement Strategy Meeting** is a meeting of organizations having an inherent interest in a contemplated procurement. The purpose is to reach a consensus on the course of an acquisition and to obtain the necessary approvals to proceed.

**Procurement Team** is the contracting officer, legal counsel, program officials, and other supporting staff responsible for the successful completion of a specific procurement.

**Product Baseline** is approved documentation describing all the necessary functional and physical characteristics of a configuration item and the selected functional and physical characteristics designated for production acceptance testing. The product baseline of a configuration item may also include the actual equipment and software.

**Program Decision-making** within the acquisition management system requires the corporate-level decision-makers to establish and fund investment programs and service organizations or program offices to implement and manage them.

**Product Demonstration Decision** is the event that determines whether product design is stable and whether it satisfies all contract requirements.

**Product Team or Service Team** is a chartered group of professionals with the mission, resources, leadership, and cross-functional membership necessary to execute an assigned element of a service organization's mission.

**Production Decision** is the event that determines whether a supplier can produce a product that meets contract cost, schedule, and quality targets.

**Program Management Plan** defines how the service organization or program office will execute the implementation strategy approved by the Joint Resources Council at the final investment decision. The intent is to ensure the acquiring organization understands and plans the full scope of the implementation effort including agreements with key supporting organizations (e.g., logistics, test, information security, safety, systems engineering) that will provide resources or otherwise contribute to successful program implementation.

**Program Requirements Document** establishes the operational framework and top-level performance and functional requirements that must be satisfied by the solution to a service need. The document is first prepared in the concept and requirements definition phase of the AMS lifecycle management process and finalized before the final investment decision.

**Program Work Breakdown Structure** is a common framework containing uniform work activity definitions for use by the acquisition management workforce when planning program implementation activities and estimating associated costs. Work activity associated with each investment program must define, obtain, and support over the service life the air traffic control and other services specified in the program requirements document and needed by the aviation industry and flying public.

**Protest** is a written, timely objection submitted by a protester regarding an FAA screening information request or contract award.

**Protester** is a prospective offeror whose direct economic interest would be affected by the award or failure to award an FAA contract, or an actual offeror with a reasonable chance to receive award of an FAA contract.

**Public Benefit Discount Conveyance** is a method of disposal of Government real property by which state or local Government entities may obtain property at less than fair market value.

**Quality Assurance** is the systematic monitoring and evaluation of the various aspects of a product, service, or facility to ensure that program outputs satisfy quality requirements.

**Rational Basis** consists of documented facts that are: (1) objective and verifiable (not unreasonable, capricious, or arbitrary), (2) understandable to a reasonable person, and (3) supported by substantial evidence that results in a logical conclusion.

**Real Estate Contracting Officer** is a trained and warranted official who contracts for real property within the FAA.

**Real Estate Management System** is the data repository for all real property assets owned or leased by the FAA.

**Real Property** is defined as “land, and generally whatever is erected upon or affixed to land, e.g. building. Also rights issuing out of, annexed to, exercisable within or about the land.”

**Realism** refers to the determination that a proposed price is not so low that contract performance is put at risk from either a technical or cost perspective. Realism analysis determines whether proposed costs and/or prices are realistic for the work to be performed, reflect a clear understanding of the requirements, and are consistent with the various elements of the offeror’s technical proposal. Realism analysis may be performed as cost realism, reviewing each element of cost, or price realism where only the price is reviewed in terms of potential performance risk.

**Real Property Council** oversees the governance process to support appropriate oversight and transparency of FAA’s real property portfolio and real property acquisitions.

**Reasonableness** is a price or cost that is reasonable such that, in nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business.

**Record Drawings** are drawings submitted by a contractor, or subcontractor at any tier, to show the construction of a particular structure or work as actually completed under the contract.

**Recording** is the act of entering or recording documents affecting or conveying interest in real estate in the recorder's office established in each county.

**Recurring Costs** are production costs that vary with the quantity of the output or product, such as labor and materials.



**Release** is the designation by the originating activity that an appropriate authority approved a document or software version that is now subject to configuration change management procedures.

**Requirements** specify the conditions or capabilities the agency needs or wants. They form the basis for a contract, standard, specification, or other formally imposed document.

**Research and Development Appropriation** are the funds provided by the Congress to support designated and approved research, engineering, and development work by the FAA.

**Research, Engineering, and Development Advisory Committee** coordinates with the lines of business to develop the FAA RE&D portfolio each year. It also reviews status of the non-NextGen- funded portion of the RE&D portfolio each year.

**Research, Engineering, and Development Executive Board** is the group that develops the RE&D portfolio each year using strategic planning in the National Aviation Research Plan as a guide. The National Aviation Research Plan links FAA research activities to broader strategic planning in the NAS ConOps, NextGen Implementation Plan, NAS Architecture, and Joint Planning Development Office.

**Research, Engineering, and Development Portfolio** is the group of projects developed each year by the RE&D Executive Board and reviewed by the RE&D Advisory Committee proposed for funding and execution. The portfolio consists of systematic studies to gain knowledge or understanding of concepts, products, or procedures that could potentially benefit the aviation community such as research related to materials and human factors.

**Research, Engineering, and Development Process** governs selection and execution of the RE&D portfolio. Research activities within the portfolio inform the NAS enterprise architecture and concept maturity and technology development activities, but do not lead directly to an investment initiative.

**Reliability, Maintainability, and Availability** are three attributes that collectively affect both the utility and the lifecycle cost of a product or system. Reliability is the probability of failure-free performance of an item over a specified timeframe. Maintainability is the ability to perform a successful repair action within a given time. Availability is the quality of being ready for use.

**Research for Service Analysis** contributes to early phases of the AMS lifecycle management process. It consists primarily of (1) research, engineering, and development activity to gain knowledge or understanding of concepts, products, or procedures that could potentially benefit the aviation community, and (2) concept maturity and technology development directed toward the production of useful materials, devices, systems, and methods, as well as advance the maturity of new concepts.

**Resources** refer to a stock or supply of money, materials, staff, and other assets that a person or organization can use to function effectively.

**Right of Entry** is a form of license, typically granted to perform surveys and/or exploration work prior to

acquisition or lease of land.

**Right of Way** is the right given by one landowner to another to pass over the land, construct a roadway or use as a pathway, without actually transferring ownership.

**Risk Management Process** consists of activities that identify, classify, mitigate, monitor, and manage potential risks to minimize the negative impact they may have on an organization or operation.

**(FAA) Safety Management System** is a mandatory risk management process that program offices use throughout the AMS lifecycle to assess, define, and manage safety risk in the National Airspace System.

**Safety Risk Management** is the assessment of safety risk to the National Airspace System, including documentation of changes and defining strategies for monitoring the safety risk associated with changes to or replacement of existing NAS systems.

**Safety Risk Management Guidance for System Acquisitions** contains detailed guidance on how to conduct required safety analyses for system acquisitions that potentially affect safety risk in the National Airspace System when fielded.

**Scaled Business Case Artifact** is a key document produced for mission-support operations-funded capital investments. The artifact summarizes the business case analysis completed during the Operations Support Pathway process and includes a lifecycle cost estimate. The Operations Governance Board makes an investment decision based, in large part, on the strength and completeness of the scaled business case.

**Screening** is the process of evaluating submittals from offerors to determine (1) which offerors/products are qualified to meet a specific type of supply, (2) which offerors are most likely to receive award, or (3) which offerors provide the best value to the FAA.

**Screening Decision** is the narrowing of the number of offerors participating in the source selection process to only those offerors most likely to receive an award.

**Screening Information Request** is any request made by the FAA for documentation, information, or offer for the purpose of determining which offeror provides the best value solution for a particular procurement.

**Second-level Engineering Support** provides engineering support of the National Airspace System infrastructure and includes defining solution performance standards, developing and publishing procedures, designing solution improvements, and providing support to first-level technical support personnel.

**Security Authorization** is the process that assesses fielded products and services against mandatory security requirements as a basis for receiving a successful in-service decision.

**Security Risk Management** is the process whereby service organizations and program offices identify

and reduce to acceptable levels all threats and vulnerabilities that could result in injury to personnel, loss or destruction of critical assets, or disruption of FAA information systems. Security risk management applies to all agency investments including mission-critical NAS operational systems and mission-support and administrative systems.

**Seismic Safety Legislation** mandates that Federal agencies follow national and local seismic building codes, whichever provides the greatest margin of safety, when constructing new buildings or modifying existing buildings.

**Selection Decision** is the determination to make an award by the source selection official to the offeror providing best value to the FAA.

**Senior Investment Review Board** is the group of top-level managers within the FAA that makes corporate-level resource decisions, including authorization and funding for investment programs and changes to the enterprise architecture. The board also oversees execution of agency investment programs and authorizes changes in scope and / or funding when cost, schedule, or performance baselines cannot be achieved. Within the FAA, the Joint Resources Council is the senior investment review board.

**Sensitive Unclassified Information** is a broad category of information that includes material covered by such designations as For Official Use Only, Law Enforcement Sensitive, Sensitive Homeland Security Information, Sensitive Security Information, and Critical Infrastructure Information.

**Service Analysis** is the activity in the FAA lifecycle management process that determines the capacity of agency assets to satisfy existing and emerging demands for services. Each FAA line of business conducts service analysis within their domain of responsibility.

**Service Analysis and Strategic Planning** is that portion of the FAA acquisition management process that determines what capabilities must be in place now and in the future to meet agency goals and the service needs of customers. Results are captured in the “as is” and “to be” states of the FAA enterprise architecture, as well as in the roadmaps for moving from the current to the future state.

**Service Management** within context of the acquisition management system is the application of agency resources (investment, research, and operations) to the cost-effective delivery of safe and secure services to its customers. The FAA accomplishes delivery and management of these services through service organizations, which are responsible and accountable for service delivery throughout the service life of agency products and services.

**Service Organizations** plan and manage resources, as assigned, to deliver services within their area of responsibility. Within the FAA, service organizations include any service unit or team, program office, directorate, or other organizational entity engaged in the delivery and sustainment of air traffic services, safety, security, regulation, certification, operations, commercial space transportation, airport development, or administrative services and assets.

**Service Shortfall** is a verified inability of the FAA to provide the services needed by its customers and users. Lines of business use service performance data and analyses of current and projected customer service needs to identify service shortfalls within their domain of responsibility. Aviation research by NASA and other industry and government organizations may also identify emerging service shortfalls or technological opportunities for improving service delivery.

**Service Team Leader** is the individual who guides, coaches, facilitates, and serves as spokesperson for service team members in the conduct of activity to execute assigned responsibilities.

**Service Team Logistics Manager** is the individual who supports the service team or program office throughout the AMS lifecycle management process to achieve efficient and effective logistics support for products and services throughout their service life.

**Service Team** is chartered group of management and technical specialists responsible for planning, obtaining, and managing over their service life the products and services assigned by the Joint Resources Council or the line of business.

**Shortfall Analysis** by a service organization or program office establishes the foundation for understanding a service shortfall or new opportunity for improving service delivery, as well as the impact on the users and customers of FAA services. The shortfall analysis is the basis for approving a service need or operational capability for inclusion in the FAA enterprise architecture and its roadmaps.

**Simplified Purchases** are those products or services of any nature that are smaller in dollar value, less complex, shorter term, routine, or are commercially available and generally purchased on a fixed price basis.

**Single-Source Contracting** awards a contract, without competition, to a single supplier of products, services, or real property.

**Site Acceptance Test** confirms that an acquired solution meets all contract requirements and interfaces correctly with the environment in which it will operate.

**Site Restoration** is the process of returning a site to its original condition after the FAA no longer needs it for air traffic or other services.

**Small Business**, including its affiliates, is an independently owned and operated business that is not dominant in producing the products or performing the services the FAA is purchasing, and one that qualifies as a small business under the federal government's criteria and North American Industry System Classification Codes size standards.

**Small Business Set-aside** is the reservation of a procurement exclusively for participation by small businesses.

**Small Disadvantaged Business** is a small business concern that is at least 51 percent unconditionally and

directly owned (as defined by 13 CFR 124.105) by one or more individuals who are both socially disadvantaged (as defined by 13 CFR 124.103) and economically disadvantaged (as defined by 13 CFR 124.104), Each individual claiming economic disadvantage has a net worth not exceeding ~~\$750~~\$850,000 after taking into account the applicable exclusions set forth in 13 CFR 124.104 (c) (2). The management and daily business operations of which are controlled (as defined at 13 CFR 124.106) by individuals who meet the socially and economically disadvantaged criteria as well as the net worth criteria of this definition.

**Small Socially and Economically Disadvantaged Businesses that are 8(a) certified** means small disadvantaged businesses expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) program.

**Socially Disadvantaged Individuals** are people subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their qualities as individuals.

**Software Enhancement** is an acquisition category that includes additions or modernizations to the software of systems previously fielded and operating within the FAA. A software enhancement typically introduces new capabilities or provide improved functionality to an existing asset and has minimal impact to hardware or the acquisition of hardware.

**Solution**, as used in the FAA Acquisition Management System, is a generic term meaning the assets or capability obtained (procured) and deployed to satisfy a priority service need or to remedy an operational shortfall in the FAA enterprise architecture. The solution may consist of systems and equipment, facilities, infrastructure, services, procedural and process changes, or any combination of these or other assets necessary to satisfy the service need or capability shortfall.

**Solution ConOps** is the artifact that defines how a solution will operate in its intended service environment. It defines the roles and responsibilities of key participants (e.g., controllers, maintenance technicians, pilots), explains operational issues that system engineers must understand when developing requirements, identifies procedural issues that may lead to operational change, and establishes a basis for identifying alternative solutions and estimating their likely costs and benefits.

**Solution Development** is the third phase of the Operations Support Pathway. The line of business and acquisition readiness team refine and update required artifacts, address any Operations Governance Board action items given at the Business Case Decision, and finalize their procurement strategy.

**Solution Implementation** is the phase of the AMS lifecycle management process that begins after the final investment decision when Joint Resources Council establishes an investment program and assigns responsibility to a service organization. Solution implementation ends when the new capability goes into operational service at the last deployment site.

**Solution Planning** specifies how the service organization or program office will obtain and deploy the products and services of an investment program during solution implementation and support them throughout their service life. AMS planning and control documents (i.e., implementation strategy and

planning document, program management plan, and program work breakdown structure) specify solution planning.

**Solution Provider** is the organization (e.g., service organization, program office, or regional office implementing a construction program) responsible for an assigned investment program and for providing the products or services needed to satisfy agency requirements.

**SOW Templates** located on the FAA Acquisition System Toolset contain model statement of work paragraphs tailored for specific types of investment initiatives for use by the acquisition workforce when preparing screening information requests or contract statements of work.

**Source Evaluation Team** is the group of subject-matter experts responsible for all aspects of obtaining and evaluating vendor offers for agency contracting initiatives.

**Source Selection Official** is the authority responsible for source selection and contract award to the vendor offering best value to the government for a specific investment opportunity. This responsibility includes ensuring the competence of the source evaluation team and soundness of the source selection criteria, process, and evaluation plans.

**Specification** refers to a set of documented requirements that a product or service must satisfy. A requirement specification is a documented requirement or set of requirements to be satisfied by a given material, design, product, or service. A functional specification defines the functions a solution must provide. A design or product specification describes the features of either a designed solution or final produced solution.

**SPIRE** is the web-based management tool used to define and track the status of FAA investment programs. SPIRE is the acronym for Simplified Program Information and Evaluation.

**Staff Office** is a term used to characterize the major offices of the FAA having roles and responsibilities in the FAA Acquisition Management System. The staff offices within FAA are the: Office of Audit and Evaluation; Office of the Chief Counsel; Office of Civil Rights; Office of Communications; Office of Finance and Management; Office of Government and Industry Affairs; Office of Human Resource Management; Office of NextGen; and Office of Policy, International Affairs and Environment.

**Standardization** is the practice of acquiring parts, components, subsystems, or systems with common design or functional characteristics to obtain economies in ownership costs.

**Stakeholder organizations** as used within the acquisition management system refer to any user or customer organization within and outside the FAA having a vested interest in the products and services of an investment program. Examples include the operators and maintainers of deployed assets, system safety and information systems security specialists, human factors engineers, and training and logistics support organizations.

**Standard Program Milestones** are those milestones used by service organizations and program offices when planning, executing, and reporting progress on agency investment programs, including entries in the OMB Major IT Business Case (designated programs only) and acquisition program baseline or execution plan. The link to standard milestones for system and facility investment programs are located in FAST on the decisions, reviews, and standard milestones page.

**Standard Program Performance Measures** are those measures used by service organizations and program offices to assess progress, forecast performance, determine status, and define corrective action for agency investment programs. The status of these measures serves as early warning indicators of program issues before they develop into major problems. The following are the major categories of program performance measures: financial, schedule, technical, resources, program management assessment, and external interests.

**Standard Selection Criteria** for the initial investment decision are lifecycle costs, benefits, risk, benefit-to-cost ratio, consistency with the FAA enterprise architecture, and impact on FAA strategic goals.

**Strategic Sourcing** is the collaborative and structured process of critically analyzing an organization's spending and using this information to make business decisions about acquiring products and services more effectively and efficiently.

**Statement of Work** is a document that defines program-specific activities, deliverables, and timelines for a vendor providing services to the FAA.

**Subject-Matter Expert** is an authority in a particular area or topic.

**Succeeding Lease** is a new lease that immediately follows an expiring lease. See also "Superseding Lease".

**Superseding Lease** is a lease that replaces an existing lease, prior to the scheduled expiration of the existing lease term. See also "Succeeding Lease".

**Supplemental Lease Agreement (SLA)** is also known as a contract modification and is used for modifications to existing lease requirements.

**Supply**, as used in the context of service analysis, is the existing or projected ability to provide services to customers based on information from field organizations that operate and maintain the National Airspace System, the aviation community, and planned investments in the enterprise architecture.

**Supply Chain Management** is the oversight of materials, information, and finances as they move in a process from supplier to manufacturer to wholesaler to retailer to consumer. Supply chain management involves coordinating and integrating these flows both within and among companies.

**Supply Support** consists of the management actions, procedures, and techniques used to determine requirements, acquire, catalog, track, receive, store, transfer, issue, and dispose of items of supply. This includes provisioning for initial support, maintaining asset viability, and replenishing spares.

**Support Contracts Review Board** is the group that evaluates all support services procurements valued at \$10 million or more.

**Supportability** is the degree to which product design and planned logistics resources meet product use requirements.

**Support Equipment** consists of all equipment (mobile or fixed) needed to support maintenance of a product or service. Support equipment includes associated multi-use end-items, handling and maintenance equipment, tools, metrology and calibration equipment, test equipment, and automatic test equipment. It also includes the procurement of integrated logistics support necessary to maintain the support equipment itself. Operational engineering support systems and facilities are also integral parts of the support equipment lifecycle.

**Support Services Contract** is an acquisition category that includes contracts associated with procuring technical, engineering, scientific, professional, management and administrative expertise, advice, analysis, studies, or reports. Support services contracts follow contracting guidance in FAST.

**Survey** for real property acquisitions refers to the formal examination and recording of an area and features of an area so as to construct a map, plan, or legal description.

**Sustainment** consists of those activities associated with keeping fielded products operational and maintained. Sustainment also applies to the planning, programming, and budgeting for support of fielded products, referred to as sustainment funding.

**System Milestones** are those milestones used by service organizations and program offices when planning, executing, and reporting progress on investment programs that are acquiring systems for air traffic control and other agency services. The link to standard milestones for systems are located in FAST on the decisions, reviews, and standard milestones page.

**System Safety Assessment** integrates the results of various analyses to verify the overall safety of a solution or system. The assessment determines whether the investment program has achieved qualitative development assurance levels for systems, equipment, hardware, and software, as well as quantitative safety requirements defined in the functional hazard assessment and preliminary system safety assessment.

**System Safety Program** consists of the activities applied during all phases of the AMS lifecycle management process to identify safety risks and devise and implement ways to eliminate or control risks to an acceptable level.

**Systems Engineering Manual** provides a framework for implementing systems engineering across the FAA. The manual defines the preferred systems engineering processes to be followed throughout the AMS lifecycle management process; provides effective systems engineering methods and tools; identifies competency areas for the practice of systems engineering; defines system engineering best practices used



to support program management activities; and acts as a reference for the development of training classes within the FAA.

**Technical Data** is recorded information regardless of form or character (such as manuals, drawings and operational test procedures) of a scientific or technical nature required to operate and sustain a product or service over its lifecycle. While computer programs and related software are not technical data, documentation of these programs and related software are technical data. Financial data or other information related to contract administration are not technical data.

**Technical Leveling** is the act of helping an offeror bring its proposal/offer up to the level of other proposals/offers through successive rounds of communication, such as pointing out weaknesses resulting from an offeror's lack of diligence, competence, or inventiveness in preparing their proposal.

**Technical Opportunity** exists when a product or capability not currently used in the National Airspace System has the potential to enable the FAA to perform its mission more safely, efficiently, or effectively.

**Technology Refreshment** is an acquisition category intended to keep fielded products, systems, and services maintained and operational. It does not result in new or improved functionality, and any new technology introduced is strictly incidental. Service-life extension and replacement-in-kind are types of technology refreshment.

**Technical Review Board** is the group that oversees the NAS Architecture in support of the FAA Enterprise Architecture Board. It works with service organizations and program offices to evaluate new operational improvements and sustainments and to time-phase priority opportunities within the NAS architecture roadmap.

**Technical Transfusion** is the disclosure by the FAA of technical information from one vendor submittal that results in the improvement of another submittal.

**TechStat Reviews** assess underperforming investment programs. The review is an in-depth examination of program performance data from the OMB Information Technology Dashboard, SPIRE, associated earned value management data, and program management and control data. The TechStat review results in a corrective action plan to improve program execution within the approved program baseline or execution plan or results in other actions if the program is unlikely to improve as baselined.

**Tenant Improvement** refers to alterations to the interior of the building to meet the functional demands of the tenant.

**Termination for Convenience** is a procedure that may apply to any FAA contract, including multi- year contracts. As contrasted with cancellation, termination can be effected at any time during the life of a contract (cancellation is effected between fiscal years) and can be for the total quantity or a partial quantity (whereas cancellation must be for all subsequent fiscal year quantities).

**Termination Liability** is the maximum cost the FAA would incur if it terminates a contract. In the case of a multi-year contract terminated before completion of current fiscal year deliveries, termination liability would include an amount for both current-year termination charges and out-year cancellation charges.

**Termination Liability Funding** refers to obligating contract funds to cover contractor expenditures plus termination liability, but not the total cost of completed end items.

**Test and Evaluation** is an activity conducted to provide essential information in support of investment decision-making; assess technical and investment risk; verify the attainment of technical performance specifications and objectives; and verify and validate that deployed systems, solutions, and capabilities are operationally effective and suitable for their intended use.

**Test and Evaluation Master Plan** describes the strategy and the scope of the test program and is the primary test management document for investment programs. The TEMP describes planning and preparation activities for the test program, the testing to be accomplished, organizational responsibilities, and how program offices will report test results. It also documents the methodologies that will evaluate the effectiveness and suitability of systems, services, and operational capabilities against program and operational requirements. Testing described in the TEMP also supports investment and program decisions.

**Title** refers to legal ownership as evidenced by a deed or other instrument.

**Total Estimated Potential Value (TEPV)** is the sum of the initial award, unexercised options, the value of any Indefinite Delivery/Indefinite Quantity (IDIQ) Contract Line Items (CLINs), estimates for unpriced CLINs, such as preplanned product improvements, estimated value of partially priced items, and any other items the Contracting Officer deems relevant to establishing potential total contract value. The potential contract value should exclude anticipated change orders, pre-planned product improvements not established as contract line items, and any other anticipated actions not included in the written contract. Where duplicative or alternative options are established (i.e., if option 1 is exercised, option 2 will not be exercised), the Contracting Officer should include only the value which reflects the highest priced option. For incentive contracts, the maximum liability of the Government should be included in the potential contract value. For IDIQ contracts, the total contract value is the stated maximum amount the total of issued delivery orders cannot exceed. For real property transactions, TEPV equals the total cost of the contract including any options.

**Training, Training Support, and Personnel Skills** is activity that analyses, designs, develops, implements, and evaluates training artifacts necessary to operate and maintain the solution. This includes needs analyses, job and task analyses, individual and team training, resident and nonresident training, on-the-job training, job aids, and logistic support for training aids and training installations.

**Transfer Agreement** is an instrument used to transfer ownership of real property, or interest therein, between the FAA and other entities, public or private, for direct or indirect consideration in order to secure an operational or financial benefit to the Government.

**Unauthorized Commitment** is an agreement entered into by a representative of the FAA who does not have the authority to obligate the FAA to spend appropriated funds.

**Underutilized** refers to an entire property or portion thereof, with or without improvements, that is used only at irregular intervals or intermittent periods by the accountable executive agency for current program purposes of that agency, or is used for current program purposes that can be satisfied by only a portion of the property. Underutilized real property is to be declared excess.

**Unit** is one of a quantity of items (products, parts, etc.)

**User** within the acquisition management system is a term that refers to an internal user of a product or service such as air traffic controllers or maintenance technicians.

**Validation** is confirmation that the products and outputs of an investment program will fulfill their intended purpose when placed in their intended environment. Validation may address all aspects of a product or output in any of its intended environments such as operation, training, manufacturing, maintenance, or support services.

**Variable Quantity** is an acquisition category that includes insertions, modernizations, or additions to quantities of systems or subcomponents previously fielded and in operation within the FAA. The intent is to keep fielded products, systems, and services maintained and operational. This acquisition category does not result in new or improved functionality

**Vendor** is a person or company who provides services, products, or real property.

**Verification** is confirmation that selected work products meet their specified requirements. This includes verification of the final product (system, service, facility, or operational change) as well as intermediate work products against all applicable requirements. Verification is inherently an incremental process. It begins with initial requirements, progresses through subsequent work products, and culminating in verification of the completed final product.

**(FAA) Verification & Validation Guideline** is the official guidance document whose intent is to ensure the service organization or program office builds the right product (validation) and the product is built right (verification - according to specifications). The guidelines specify the key work products of each phase of the lifecycle management process that the service organization or program office must verify and validate for each AMS decision point.

**Very Small Business** is a business whose size is no greater than 50 percent of the numerical size standard applicable to the North American Industry System Classification Codes assigned to a contracting opportunity.

**William J Hughes Technical Center** is an FAA facility where the full spectrum of air transportation systems are tested and evaluated. The Center develops scientific solutions to safety challenges confronting

air traffic control, and evaluates integrated solutions for the modernization and sustainment of the National Airspace System.

**Women-owned small business concern eligible under the women-owned small business program** (in accordance with 13 CFR 127) is a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

**Women-Owned Small Business (WOSB) Program**, in accordance with 13 CFR part 127, means a program that allows contracting officers to limit competition, including noncompetitive awards, to— (i) Economically disadvantaged women-owned small business (EDWOSB) concerns eligible under the WOSB Program for Federal contracts assigned a North American Industry Classification Systems (NAICS) code in an industry in which the Small Business Administration (SBA) has determined that WOSB concerns are underrepresented in Federal procurement; and (ii) WOSB concerns eligible under the WOSB Program for Federal contracts assigned a NAICS code in an industry in which SBA has determined that WOSB concerns are substantially underrepresented in Federal procurement.

**Work Products** in various forms represent, define, or direct the final output or product of an investment program, which may be a system, service, facility, or operational change. Work products can include concepts of operation, processes, plans, procedures, designs, descriptions, requirements, specifications, models, prototypes, contracts, invoices, and other documents.

**Work Breakdown Structure** is a hierarchical decomposition of the work a service organization or program office must perform to achieve an agency objective or operational capability. It includes work activities internal and external to the FAA. Each descending level of the work breakdown structure represents an increasing definition of the work.

**(FAA Standard) Work Breakdown Structure** is the official work breakdown structure of the Federal Aviation Administration. It is organized according to the phases of the AMS lifecycle management process (service analysis through in-service management), and it includes all work activities that may need to be planned, costed, and completed as an investment opportunity traverses the lifecycle management process. Section 3 of the FAA Standard Work Breakdown Structure specifies the program WBS for investment programs.

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